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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, JANUARY 29, 2003 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

President Steve Shaffer; Directors:, Leighton Hills, Deborah Kamradt, Maury Ostroff, and **Directors:** Peter Rudnick. Steve cullot 7:30 Debra ?

- Open the public meeting: President Shaffer will call the public meeting to order. 7" I.
- II. Review and consideration of the January 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". Legiton, Marry, 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 November 1 through November 30, 2002, and December 1 through December 31, 2002.

Warry, Leighton, all

Fire Department, Emergency Disaster Committee: Chief Sward will offer a report on the Department's activities since the last Board meeting.

All okay - Group Wharm Fire Chief Sward will offer a report on the Department's activities since the last Board meeting.

All okay - Group Wharm Fire Chief Sward will offer a report on the Department's activities since the last Board meeting.

AT 8:30 PM, A 15 MINUTE COFFEE BREAK WILL BE CALLED land diring Sat might for BBG start off. 6:30

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.

Administration: There are several administrative matters requiring Board attention:

· Contract renewal for legal services from the County Counsel's office. The fees have increased from \$95 per hour to \$110 per hour, it is recommended that the contract be continued, as these rates remain well below private attorney rates.

Conflict of interest code Biennial Review: The District has adopted the County's Conflict of Interest Code, which must be reviewed biennially. No changes are indicated as needed; however, the Board should indicate this by a motion to continue use of the County Code and authorize the G. M. to complete the forms required by the County.

- 3. Information phone: A notice was included with the previous months water bills that the district now has an information phone for alerting residents about District activities including but not limited to Board meetings, work activities, water alerts, special events, etc. The phone number for this is (415) 388-7808. There was a delay in its activation due to a misunderstanding by the phone company. They originally established our general line (415) 388-7804 for this purpose and i was unable to correct the error until my return from vacation.
- 4. My most recent communication with Dana Proctor of the Auditor's office indicates that she is progressing well on completion of the audit.
- В. Roads and Easements: The following items require Board consideration and possible action:
 - Sunset Way to Ahab Drive pedestrian way. Portions of the pathway improvements for 1.

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this trail encroach onto the adjacent private property. The property owner where there is an encroachment at the lower end (near Sunset Way) has requested that the encroachment be removed. Removal of the encroachment requires considerable work to rebuild stairs (the existing stairs are in bad condition) and the possible removal of substantial pruning of some large trees. Director Hills will give the Board a report and recommendation for resolving this matter.

Due to time limitations and the Board's desire to further review the suggested Resolution for governing the Seacape Park Area the Board postponed a decision on adoption of the suggested Resolution. The suggested Resolution 2002-12-11-01, outlining District policy for the subject park area, is resubmitted for consideration and recommended for adoption.

We have received a request to remove or alter the speed bump on Sunset Way in the vicinity of #30, so as to reduce the noise created when truck traffic goes over the bump. It is recommended that the speed bump be removed. Takken - motify project

- 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 November and December were free of bacteria.
 - 2. Gross water billing for the 10/23/02 through 11/23/02 billing period was \$4,961.22 including \$46.84 in late payment penalties and \$1.82 in interest charges. The monthly consumption surcharge for this period totaled \$1,233.82

Gross water billing for the 11/23/02 through 12/23/02 billing period was \$3,641.44 including \$69.43 in late payment penalties and \$3.30 in interest charges. The monthly consumption surcharge for this period totaled \$922.88.

- 3. During this time period, several water distribution system leaks were repaired . a follows:
 - a. A valve was damaged at the lower end of the pedestrian easement from Sunset Way to Pacific Way. We cannot be certain how the valve was damaged but it seems to have been the result of heavy vehicle traffic. During the repairs, an inoperative valve was discovered that had been buried many years ago when the driveway was constructed. In addition, a portion of this line subject to constant vehicle traffic was lowered to provide additional protection from the traffic loads. The work included replacement of the damaged valve, replacement of inoperable valve and the addition of an upstream control valve.
 - b. A leak in the high pressure line from the well site was located near the intersection of Muir Woods Road and Shoreline Highway. The leak was repaired, including catalectic rods to abate corrosion, and a non functioning valve replaced.
 - c. A leak was repaired, non functioning valves replaced, two additional control valves added (added valves previously approved by the Board), the roadway crossing lowered and a substantial section of the very shallow pipe lowered, at the Sunset Way end of the Community Center pedestrian path.

The table below tabulates the water production for the period October 23, 2002 to November 23, 2002.

Total volume of water measured through the master meter =	1,177,900 gallons
Average daily pumping rate	37,997 gallons
Highest pumping day was on 11/24/02 and volume pumped =	57,600 gallons

Lowest pumping day was on 11/07/02 and volume pumped =	20,500 gallons
Total volume billed through service meters =	883,541 gallons
Gross unaccounted for water loss =	198,508 gallons
Estimated un-metered maintenance use	0000 gallons
Estimated leak repair losses	20,000 gallons
Net unaccounted for water loss (23.29%) ¹	274,359 gallons
Average daily customer consumption per meter =	105 gallons
Average service billing =	\$34.53

The continued high unaccounted for water loss indicates a distribution system leak.

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

Total volume of water measured through the master meter =	691,500 gallons
Average daily pumping rate	23,050 gallons
Highest pumping day was on 12/18/02 and volume pumped =	57,600 gallons
Lowest pumping day was on 12/23/02 and volume pumped =	12,100 gallons
Total volume billed through service meters =	623,271 gallons
Gross unaccounted for water loss =	68,271 gallons
Estimated un-metered maintenance use (Hydrant flushing)	20,000 gallons
Estimated leak repair losses	5,000 gallons
Net unaccounted for water loss (6.94%) ²	43,271 gallons
Average daily customer consumption per meter =	74 gallons
Average service billing =	\$23.74

The reduced unaccounted for water loss to less than 7% of total volume indicates that we have repaired the major system leaks.

- d. A leak was finally located and repaired in the vicinity of 106 Sunset Way and the main line lowered and relocated from beneath an asphalt driveway, where the main line had very little protective cover.
- D. Water Conservation enforcement: The draft Ordinance for enforcing water conservation has been submitted to the County Counsel for review and a legal opinion. The fine table was submitted as prepared by Director Hills, requesting the Counsel to select the proper method for including in the Ordinance as either a part of the Ordinance wording or a Table to be referenced for the penalty determinations.
- E. Water rates: During the previous meeting, Director Ostroff submitted suggestions for changes

in the District's water service rates. Further consideration was deferred to tonight's meeting so as to give the Directors more time to consider the suggestions. Following the Board's consideration and agreement on a new rate schedule it will be necessary to set a date for a formal public hearing prior to adopting a new schedule. The public hearing requires consecutive advertizing (two weeks) for the notice of hearing and mail delivery to all voters within the District. As this process is time consuming and the projected deficit in water operations income continues, it is suggested that the Board complete the considerations of a possible rate schedule change as quickly as possible.

- F. Water Rights: The January 24, 2003 T. A. C. meeting was canceled, as requested by the Board and is tentatively rescheduled for Friday, March 14 or April 4 subject to the final adoption of the conservation enforcement policy.
- G. Capital Improvements: DCV Consultants is working on the final draft of their report for upgrading the well site facilities and tank controls. However, their report has not been submitted as of this date. The required water quality tests for the new well have been completed; however, the State Park Service has not completed their process of sealing the abandoned well on the State Park land. Sealing of the abandoned well is required prior to the Health Department's approval for our new well to go in to operation.
 - Recreation: The bidding process for roofing of the community center deck is scheduled to receive bids during the February meeting, if this agrees with the Board's considerations.

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 Gardh Clar discussing pointing & committee with

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 December 11, 2002
- IX. Next meeting date: The 4th Wednesday in February is February 1, 2003.

ADJOURNMENT OR CONTINUATION

9:15

MUIR BEACH CSD, BILLS TO BE PAID **RECEIVED 11/01/02 THROUGH 11/30/02**

VENDER NAME	USE CODE WATER CAI	DESCRIPTION PITAL IMPROVEMENT EXPENSES	FUND	AMOUNT
ABC Consultants, Inc.	2117	Activities performed for capital improvements	В	\$175.00
DVC Consultants, Inc.	4169	New Well specifications and properties	В	1,500.00
		TOTAL WATER CAPITAL IMPROVMENT EXP	ENSES =	\$1,675.0
AD	MINISTRATI	ON EXPENSES, DIVISION CODE 9236		
Costco	2049	Meeting refreshments	Р	5.99
Costco	2049	Meeting refreshments	Р	9.9
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	600.0
Office Max	2133	Lazer printer drum	P	257.6
Costco	2137 2479	Copier toner Travel allowance paid for last month	Р	118.1
ABC Consultants, Inc. AT&T	2534	Toll calls 415-388-7804 thru 10/28/02	B B	147.6 46.1
Cingular	2534	Cell phone paid this month	<u>В</u>	40,1
Pacific Bell	2534	415-388-7804 paid this month	. В	50.6
Pacific Bell	2534	707-643-1143 paid this month	<u>. В</u>	18.9
- dono Bon		TOTAL G&A EXP		\$1,255.1
	IDE DIVISIO	N EVDENCES DIVISION CODE 0240		
ABC Consultants, Inc.	2117	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month	В	1 005.0
Pacific Bell	4827	Fire station phone paid this month	<u>В</u> В	225.0
Pacific Bell	4021	TOTAL FIRE EXP		100.0 \$325.0
•		TOTAL FIRE EXP	C143E3 -	\$325.0
	RECREATION	NEXPENSES, DIVISION CODE 9239		
Sutton Freebairn-Smith	1028	Maint, manager wages paid this month	C	
State of California	1072	Unemployment insurance	C	34.0
Salvador Gonzales	1073	Extra Hire wages paid this month	С	255.6
Juana Gonzales	1077	Janitorial wages paid this month	C	227.6
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	500.0
Costco	2366	Paper towels, etc.	Р	11.0
Pacific Bell	2534	Community Centerpay phone paid this month	В	53.9
Pacific Gas & Electric	2535	Community Center electric paid this month	В	76.7
Bell's market	2041BI	Misc. Bistro supplies purchased this month	P	7.2
Lonna Richmond	2041Bi	Bistro wages paid this month	C	290.6
Nancy Knox Emiko Wang	2041BI	Bistro pastries purchased this month Tai Chi instruction October	P B	25.0
Emiko wang		TOTAL RECREATION EXP	ENSES =	72.0 \$1,553.9
				. ,
	IDS & EASEN	IENT EXPENSES, DIVISION CODE 9237		
			_	20.0
Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	
Sutton Freebairn-Smith Salvador Gonzales	1028 1073	Maint. manager wages paid this month Extra Hire wages paid this month	С	188.3
Sutton Freebairn-Smith	1028	Maint. manager wages paid this month Extra Hire wages paid this month Administrative fees paid this month	C B	188.3 500.0
Sutton Freebairn-Smith Salvador Gonzales ABC Consultants, Inc.	1028 1073 2117	Maint. manager wages paid this month Extra Hire wages paid this month Administrative fees paid this month TOTAL R&E EXP	C B	188.3 500.0
Sutton Freebairn-Smith Salvador Gonzales ABC Consultants, Inc. W	1028 1073 2117 ATER DIVISI	Maint. manager wages paid this month Extra Hire wages paid this month Administrative fees paid this month TOTAL R&E EXP ON EXPENSES, DIVISION CODE 9238	C B ENSES =	188.3 500.0 \$715.2
Sutton Freebairn-Smith Salvador Gonzales ABC Consultants, Inc. W Sutton Freebairn-Smith	1028 1073 2117 ATER DIVISI	Maint. manager wages paid this month Extra Hire wages paid this month Administrative fees paid this month TOTAL R&E EXP ON EXPENSES, DIVISION CODE 9238 Maint. manager wages paid this month	C B ENSES =	188.3 500.0 \$ 715.2 1,991.5
Sutton Freebairn-Smith Salvador Gonzales ABC Consultants, Inc. W Sutton Freebairn-Smith Jose Alcala	1028 1073 2117 ATER DIVISI 1028 1073	Maint. manager wages paid this month Extra Hire wages paid this month Administrative fees paid this month TOTAL R&E EXP ON EXPENSES, DIVISION CODE 9238 Maint. manager wages paid this month Extra Hire wages paid this month	C B ENSES =	188.3 500.0 \$715.2 1,991.5 103.3
Sutton Freebairn-Smith Salvador Gonzales ABC Consultants, Inc. W Sutton Freebairn-Smith Jose Alcala P. E. R. S.	1028 1073 2117 ATER DIVISI 1028 1073 1506	Maint. manager wages paid this month Extra Hire wages paid this month Administrative fees paid this month TOTAL R&E EXP ON EXPENSES, DIVISION CODE 9238 Maint. manager wages paid this month Extra Hire wages paid this month Final settlement for Harvey's medical ins.	C B ENSES =	188.3 500.0 \$715.2 1,991.5 103.3 201.5
Sutton Freebairn-Smith Salvador Gonzales ABC Consultants, Inc. W Sutton Freebairn-Smith Jose Alcala P. E. R. S. Herb's Pool Service	1028 1073 2117 ATER DIVISI 1028 1073 1506 2115	Maint. manager wages paid this month Extra Hire wages paid this month Administrative fees paid this month TOTAL R&E EXP ON EXPENSES, DIVISION CODE 9238 Maint. manager wages paid this month Extra Hire wages paid this month Final settlernent for Harvey's medical ins. Chlorine supplies	C B ENSES = C C B B	188.3 500.0 \$715.2 1,991.5 103.3 201.5 42.3
Sutton Freebairn-Smith Salvador Gonzales ABC Consultants, Inc. W Sutton Freebairn-Smith Jose Alcala P. E. R. S. Herb's Pool Service Marin County Health Laboratory	1028 1073 2117 ATER DIVISI 1028 1073 1506 2115 2115	Maint. manager wages paid this month Extra Hire wages paid this month Administrative fees paid this month TOTAL R&E EXP ON EXPENSES, DIVISION CODE 9238 Maint. manager wages paid this month Extra Hire wages paid this month Final settlernent for Harvey's medical ins. Chlorine supplies Choliform tests in October	C B ENSES = C C B B B B	188.3 500.0 \$715.2 1,991.5 103.3 201.5 42.3 30.0
Sutton Freebairn-Smith Salvador Gonzales ABC Consultants, Inc. W Sutton Freebairn-Smith Jose Alcala P. E. R. S. Herb's Pool Service Marin County Health Laboratory Western Water Products	1028 1073 2117 ATER DIVISI 1028 1073 1506 2115 2115 2115	Maint. manager wages paid this month Extra Hire wages paid this month Administrative fees paid this month TOTAL R&E EXP ON EXPENSES, DIVISION CODE 9238 Maint. manager wages paid this month Extra Hire wages paid this month Final settlement for Harvey's medical ins. Chlorine supplies Choliform tests in October Filter cartridges	C B ENSES =	188.3 500.0 \$715.2 1,991.5 103.3 201.5 42.3 30.0 204.4
Sutton Freebairn-Smith Salvador Gonzales ABC Consultants, Inc. W Sutton Freebairn-Smith Jose Alcala P. E. R. S. Herb's Pool Service Marin County Health Laboratory Western Water Products ABC Consultants, Inc.	1028 1073 2117 ATER DIVISI 1028 1073 1506 2115 2115 2115 2117	Maint. manager wages paid this month Extra Hire wages paid this month Administrative fees paid this month TOTAL R&E EXP ON EXPENSES, DIVISION CODE 9238 Maint. manager wages paid this month Extra Hire wages paid this month Final settlement for Harvey's medical ins. Chlorine supplies Choliform tests in October Filter cartridges Clerical fees paid this month	C B ENSES =	188.3 500.0 \$715.2 1,991.5 103.3 201.5 42.3 30.0 204.4 950.0
Sutton Freebairn-Smith Salvador Gonzales ABC Consultants, Inc. W Sutton Freebairn-Smith Jose Alcala P. E. R. S. Herb's Pool Service Marin County Health Laboratory Western Water Products ABC Consultants, Inc. ABC Consultants, Inc.	1028 1073 2117 ATER DIVISI 1028 1073 1506 2115 2115 2115 2117 2117	Maint. manager wages paid this month Extra Hire wages paid this month Administrative fees paid this month TOTAL R&E EXP ON EXPENSES, DIVISION CODE 9238 Maint. manager wages paid this month Extra Hire wages paid this month Final settlement for Harvey's medical ins. Chlorine supplies Choliform tests in October Filter cartridges Clerical fees paid this month Administrative fees paid this month	C B ENSES =	188.3 500.0 \$715.2 1,991.5 103.3 201.5 42.3 30.0 204.4 950.0
Sutton Freebairn-Smith Salvador Gonzales ABC Consultants, Inc. W Sutton Freebairn-Smith Jose Alcala P. E. R. S. Herb's Pool Service Marin County Health Laboratory Westem Water Products ABC Consultants, Inc. ABC Consultants, Inc. USPO	1028 1073 2117 ATER DIVISI 1028 1073 1506 2115 2115 2117 2117 2117	Maint. manager wages paid this month Extra Hire wages paid this month Administrative fees paid this month TOTAL R&E EXP ON EXPENSES, DIVISION CODE 9238 Maint. manager wages paid this month Extra Hire wages paid this month Final settlement for Harvey's medical ins. Chlorine supplies Choliform tests in October Filter cartridges Clerical fees paid this month Administrative fees paid this month Postage	C B ENSES =	188.3 500.0 \$715.2 1,991.5 103.3 201.5 42.3 30.0 204.4 950.0 800.0
Sutton Freebairn-Smith Salvador Gonzales ABC Consultants, Inc. W Sutton Freebairn-Smith Jose Alcala P. E. R. S. Herb's Pool Service Marin County Health Laboratory Westem Water Products ABC Consultants, Inc. ABC Consultants, Inc. USPO Costco	1028 1073 2117 ATER DIVISI 1028 1073 1506 2115 2115 2117 2117 2117 2130 2133	Maint. manager wages paid this month Extra Hire wages paid this month Administrative fees paid this month TOTAL R&E EXP ON EXPENSES, DIVISION CODE 9238 Maint. manager wages paid this month Extra Hire wages paid this month Final settlernent for Harvey's rnedical ins. Chlorine supplies Choliform tests in October Filter cartridges Clerical fees paid this month Administrative fees paid this month Postage Secuity envelopes, binders, 1st aid	C B ENSES =	188.3 500.0 \$715.2 1,991.5 103.3 201.5 42.3 30.0 204.4 950.0 800.0 85.4 45.3
Sutton Freebairn-Smith Salvador Gonzales ABC Consultants, Inc. W Sutton Freebairn-Smith Jose Alcala P. E. R. S. Herb's Pool Service Marin County Health Laboratory Western Water Products ABC Consultants, Inc. ABC Consultants, Inc. USPO Costco Office Max	1028 1073 2117 ATER DIVISI 1028 1073 1506 2115 2115 2117 2117 2130 2133 2133	Maint. manager wages paid this month Extra Hire wages paid this month Administrative fees paid this month TOTAL R&E EXP ON EXPENSES, DIVISION CODE 9238 Maint. manager wages paid this month Extra Hire wages paid this month Final settlernent for Harvey's rnedical ins. Chlorine supplies Choliform tests in October Filter cartridges Clerical fees paid this month Administrative fees paid this month Postage Secuity envelopes, binders, 1st aid Invoic copies, Printer Ink,paper	C B ENSES =	188.3 500.0 \$715.2 1,991.5 103.3 201.5 42.3 30.0 204.4 950.0 800.0 85.4 45.3 93.3
Sutton Freebairn-Smith Salvador Gonzales ABC Consultants, Inc. W Sutton Freebairn-Smith Jose Alcala P. E. R. S. Herb's Pool Service Marin County Health Laboratory Western Water Products ABC Consultants, Inc. ABC Consultants, Inc. USPO Costco Office Max Sutton Freebairn-Smith	1028 1073 2117 ATER DIVISI 1028 1073 1506 2115 2115 2117 2117 2130 2133 2133 2479	Maint. manager wages paid this month Extra Hire wages paid this month Administrative fees paid this month TOTAL R&E EXP ON EXPENSES, DIVISION CODE 9238 Maint. manager wages paid this month Extra Hire wages paid this month Final settlernent for Harvey's rnedical ins. Chlorine supplies Choliform tests in October Filter cartridges Clerical fees paid this month Administrative fees paid this month Postage Secuity envelopes, binders, 1st aid Invoic copies, Printer Ink,paper Travel allowance paid this month	C B ENSES =	1,991.5 103.3 201.5 42.3 30.0 204.4 950.0 800.0 85.4 45.3 93.3
Sutton Freebairn-Smith Salvador Gonzales ABC Consultants, Inc. W Sutton Freebairn-Smith Jose Alcala P. E. R. S. Herb's Pool Service Marin County Health Laboratory Western Water Products ABC Consultants, Inc. ABC Consultants, Inc. USPO Costco Office Max	1028 1073 2117 ATER DIVISI 1028 1073 1506 2115 2115 2117 2117 2130 2133 2133	Maint. manager wages paid this month Extra Hire wages paid this month Administrative fees paid this month TOTAL R&E EXP ON EXPENSES, DIVISION CODE 9238 Maint. manager wages paid this month Extra Hire wages paid this month Final settlernent for Harvey's rnedical ins. Chlorine supplies Choliform tests in October Filter cartridges Clerical fees paid this month Administrative fees paid this month Postage Secuity envelopes, binders, 1st aid Invoic copies, Printer Ink,paper	C B ENSES =	188.3 500.0 \$715.2 1,991.5 103.3 201.5 42.3 30.0 204.4 950.0 800.0 85.4 45.3 93.3

TOTAL WATER EXPENSES Page \$519849

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 11/01/02 THROUGH 11/30/02

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Kathleen M. Burke	9255R	Rental security deposit refund	В	250.00
Roberta Bradshaw	9255R	Partial rental security deposit refund	В	350.00
Sharon McNamee	9255R	Rental security deposit refund	В	250.00
		TOTAL CHECKS ISSUED FROM TRUS	FUNDS =	\$850.00

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$1,675.00 B = Paid thru Salomon depository TOTAL GENERAL FUND EXPENSES = 9,047.61 C = Paid thru County depositories TOTAL CHECKS ISSUED FROM TRUST FUNDS = 850.00 P = Paid thru Petty Cash Funds \$11,572.61 TOTAL OF ALL CHECKS ISSUED = The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the day of _____ **MUIR BEACH COMMUNITY SERVICES DISTRICT** , President Donovan Macfarlane, Secretary

MUIR BEACH CSD, BILLS TO BE PAID **RECEIVED 12/01/02 THROUGH 12/31/02**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
		PITAL IMPROVEMENT EXPENSES		
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	\$175.00
Marin County	2352	Tax collection fee	<u>C</u>	\$240.00
Ghilotti Construction	4169	Installation of new system control valves	C	\$16,896.0
Office Max	4169	Duplication of DVC well study	P	\$3.86
Weeks Well Drilling	4169	Drilling of new well TOTAL WATER CAPITAL IMPROVMENT EXP	C ENSES =	\$10,017.76 \$27,332.6
ΔD			E140E9 =	ΦΖΙ, 33Ζ. Ο
Costco	2049	ON EXPENSES, DIVISION CODE 9236 Meeting refreshments	P	
Kinko's	2049	Duplication of meeting packets	P	32.9
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	600.0
California Special Districts Assoc.	2121	Annual membership	В	280.0
Office Max	2137	Toner for copy machine	<u>P</u>	69.70
Marin County	2352	Tax collection fees		273.5
ABC Consultants, Inc.	2479	Travel allowance paid for last month	<u>B</u>	425.0
AT&T	2534	415-388-7804 toll calls through 11/10/02	В В	48.1
Cingular	2534	Cell phone Oct 7 through Dec. 6	<u>В</u>	89.4
Pacific Bell	2534	707-643-1143 paid this month	В	21.7
Pacific Bell	2534	415-388-7804 paid this month	В В	51,4
		TOTAL G&A EXP	ENSES =	\$1,892.0
-	IDE DIVICIO	N EVENERS DIVISION CORE 2040		
ABC Corisultants, Inc.	2117	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month	В	225.00
Pacific Bell	4827	Fire station phone paid this month	<u>B</u>	
r defile bei	1021			
		TOTAL FIRE EXP		
		TOTAL FIRE EXP		
F	ECREATION	TOTAL FIRE EXP N EXPENSES, DIVISION CODE 9239		
Sutton Freebaim-Smith	RECREATION 1028	N EXPENSES, DIVISION CODE 9239	ENSES =	\$294.54
				\$294.5 4
Sutton Freebaim-Smith	1028	MEXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month	ENSES =	\$294.54 26.9 161.4
Sutton Freebaim-Smith Salvador Gonzales Juana Gonzales	1028 1073	Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month	ENSES =	\$294.54 26.9 161.4 151.73
Sutton Freebaim-Smith Salvador Gonzales	1028 1073 1077	MEXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month	C C C	\$294.5 26.9 161.4 151.7 500.0
Sutton Freebaim-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc.	1028 1073 1077 2117	Maint, manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Administrative fees paid this month Building Specifications	C C C B	\$294.5 26.9 161.4 151.7 500.0 72.6
Sutton Freebaim-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. BNI Building News Pacific Bell	1028 1073 1077 2117 2119	Maint, manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Administrative fees paid this month Building Specifications Community Centerpay phone paid this month	C C C B B	\$294.5 26.9 161.4 151.7 500.0 72.6 53.9
Sutton Freebaim-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. BNI Building News Pacific Bell Pacific Gas & Electric	1028 1073 1077 2117 2119 2534 2535	Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Administrative fees paid this month Building Specifications Community Centerpay phone paid this month Community Center electric paid this month	C C C B B B	\$294.54 26.9 161.4 151.73 500.00 72.6 53.9 91.20
Sutton Freebaim-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. BNI Building News Pacific Bell Pacific Gas & Electric Papco Construction	1028 1073 1077 2117 2119 2534 2535 4048	Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Administrative fees paid this month Building Specifications Community Centerpay phone paid this month Community Center electric paid this month Rebuild stairs to playground	C C C B B B B	\$294.54 26.9 161.4 151.73 500.00 72.6 53.9 91.20 2,500.00
Sutton Freebaim-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. BNI Building News Pacific Bell Pacific Gas & Electric Papco Construction Bell's market	1028 1073 1077 2117 2119 2534 2535 4048 2041BI	Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Administrative fees paid this month Building Specifications Community Centerpay phone paid this month Community Center electric paid this month Rebuild stairs to playground Misc. Bistro supplies purchased this month	C C C B B B B	\$294.54 26.9 161.4 151.73 500.00 72.60 53.9 91.20 2,500.00 4.44
Sutton Freebaim-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. BNI Building News Pacific Bell Pacific Gas & Electric Papco Construction Bell's market Lonna Richmond	1028 1073 1077 2117 2119 2534 2535 4048 2041BI 2041BI	Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Administrative fees paid this month Building Specifications Community Centerpay phone paid this month Community Center electric paid this month Rebuild stairs to playground Misc. Bistro supplies purchased this month Bistro wages paid this month	C C C B B B B P C	\$294.54 26.9 161.4 151.78 500.00 72.60 53.9 91.20 2,500.00 4.44 193.78
Sutton Freebaim-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. BNI Building News Pacific Bell Pacific Gas & Electric Papco Construction Bell's market Lonna Richmond Nancy Knox	1028 1073 1077 2117 2119 2534 2535 4048 2041BI 2041BI 2041BI	Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Administrative fees paid this month Building Specifications Community Centerpay phone paid this month Community Center electric paid this month Rebuild stairs to playground Misc. Bistro supplies purchased this month Bistro wages paid this month Bistro pastries purchased this month	C C C B B B B C	\$294.54 26.9 161.4 151.73 500.00 72.60 53.9 91.20 2,500.00 4.44 193.73 15.00
Sutton Freebaim-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. BNI Building News Pacific Bell Pacific Gas & Electric Papco Construction Bell's market Lonna Richmond	1028 1073 1077 2117 2119 2534 2535 4048 2041BI 2041BI 2041BI	Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Administrative fees paid this month Building Specifications Community Centerpay phone paid this month Community Center electric paid this month Rebuild stairs to playground Misc. Bistro supplies purchased this month Bistro wages paid this month Bistro pastries purchased this month Tai Chi instruction November	C C B B B B C P C P B	\$294.54 26.9 161.4 151.73 500.00 72.60 53.9 91.20 2,500.00 4.44 193.73 15.00 72.00
Sutton Freebaim-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. BNI Building News Pacific Bell Pacific Gas & Electric Papco Construction Bell's market Lonna Richmond Nancy Knox Emiko Wang	1028 1073 1077 2117 2119 2534 2535 4048 2041BI 2041BI 2041BI 2041TC	Maint, manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Administrative fees paid this month Building Specifications Community Centerpay phone paid this month Community Center electric paid this month Rebuild stairs to playground Misc. Bistro supplies purchased this month Bistro wages paid this month Bistro pastries purchased this month Tai Chi instruction November TOTAL RECREATION EXP	C C B B B B C P C P B	\$294.54 26.9 161.4 151.78 500.00 72.60 53.9 91.20 2,500.00 4.44 193.78 15.00 72.00
Sutton Freebaim-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. BNI Building News Pacific Bell Pacific Gas & Electric Papco Construction Bell's market Lonna Richmond Nancy Knox Emiko Wang	1028 1073 1077 2117 2119 2534 2535 4048 2041BI 2041BI 2041BI 2041BO	Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Administrative fees paid this month Building Specifications Community Centerpay phone paid this month Community Center electric paid this month Rebuild stairs to playground Misc. Bistro supplies purchased this month Bistro wages paid this month Bistro pastries purchased this month Tai Chi instruction November TOTAL RECREATION EXP	ENSES = C C C B B B B C P C P B ENSES =	26.9 161.4 151.78 500.00 72.60 53.9 91.26 2,500.00 4.40 193.78 15.00 72.00 \$3,843.1
Sutton Freebaim-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. BNI Building News Pacific Bell Pacific Gas & Electric Papco Construction Bell's market Lonna Richmond Nancy Knox Emiko Wang	1028 1073 1077 2117 2119 2534 2535 4048 2041BI 2041BI 2041BI 2041TC	Maint, manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Administrative fees paid this month Building Specifications Community Centerpay phone paid this month Community Center electric paid this month Rebuild stairs to playground Misc. Bistro supplies purchased this month Bistro wages paid this month Bistro pastries purchased this month Tai Chi instruction November TOTAL RECREATION EXP	C C B B B B C P C P B	\$294.54 26.9 161.4 151.73 500.00 72.60 53.9 91.20 2,500.00 4.44 193.73 15.00 72.00

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 12/01/02 THROUGH 12/31/02

WATER DIVISION EXPENSES, DIVISION CODE 9238

Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	Ċ	2,664.34
Jose Alcala	1073	Extra Hire wages paid this month	С	103.34
P. E.R.S.	1506	Shaffer Trust Medical insurance Dec & Jan	B	546.09
Hydec	2077	Pressure regulating station service	В	1,401.31
Jackson's (reimbursed to Sutton)	2077	Chain saw services	В	42.70
Herb's Pool Service	2115	Chorine supplies	В	40.39
Marin County Health Laboratory	2115	November and December coliform tests	В	60.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	800.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	В	950.00
Home Depot	2121	Paint for marking water meter locations	Р	8.33
Public Storage	2121	File storage December & January	В	106.00
USPO	2130	Postage	P	51.80
Office Max	2133	Invoice copies, Binder	Р	48.29
Sutton Freebaim-Smith	2479	Travel allowance for December	В	100.00
Mann Cell-U-Phone	2534	Sutton's water pager service Dec. & January	В	19.90
Pacific Bell	2534	Upper tank phone relay paid this month	В	31.86
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	В	588.99

TOTAL WATER EXPENSES = \$7,563.34

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$27,332.67

B = Paid thru Salomon depository TOTAL GENERAL FUND EXPENSES = 14,173.78

C = Paid thru County depositories TOTAL CHECKS ISSUED FROM TRUST FUNDS = 0.00

P = Paid thru Petty Cash Funds TOTAL OF ALL CHECKS ISSUED = \$41,506.45

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on
the ______ day of ______ 2003.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Steven Shaffer, President

Donovan Macfarlane, Secretary

5:58 PM 01/25/03 Accrual Basis

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

July through December 2002

	Jul - Dec 02
Income	
Administrative Income	24,188
Firesafe Marin Grant Income	2,877
Recreational Activities Income	5,839
Water Capital Improvements Inco	45,035
Water Operations Income	30,155
Total Income	108,094
Expense	
A1702, Unemployment Insurance	34
Administrative Expenses	7,726
Fire Operational Expenses	2,719
Firesafe Marin Grant Expenses	1,033
Recreational Expenses	11,084
Roads & Easements Expenses	3,713
Water Capital Improve'ts Exp.	31,253
Water Operating Expenses	55,667
Total Expense	113,230
Net Income	-5,135

5:55 PM 01/25/03 Accrual Basis

Muir Beach Community Services District 2001-2002 Balance Sheet

As of December 31, 2002

	Dec 31, 02
ASSETS Current Assets Checking/Savings	
Fund 428, County General Fund Fund 429, County Investment Fun	32,919
Capital Improvements General Investments	217,454 51,997
Total Fund 429, County Investment Fun	269,451
Petty Cash Fund Salomon Smith Barney Fire Station Reserve General Funds Rental deposit trust Shaffer CalPers Trust Water Security Deposit Trust	-885 12,419 29,200 1,250 1 6,100
Total Salomon Smith Barney	48,970
Total Checking/Savings Accounts Receivable	350,455
Receivables	7,441
Total Accounts Receivable	7,441
Total Current Assets	3 57,896
Fixed Assets A4048, Office Equipment	537
Total Fixed Assets	537
TOTAL ASSETS	358,433
LIABILITIES & EQUITY Liabilities Current Liabilities Other Current Liabilities 1506CPSh Shaffer CalPers Trust R9255R, Refundable deposits W9025RD, Security deposits	196 2,000 6,200
Total Other Current Liabilities	8,396
Total Current Liabilities	8,396
Total Liabilities	8,396
Equity Retained Earnings Net Income	355,173 -5,135
Total Equity	350,037
TOTAL LIABILITIES & EQUITY	358,433

5:56 PM 01/25/03 Accrual Basis

Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES

November 2002

	Nov 02
Income Administrative Income Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income	15 1,730 89
Total R9811, Rec. Programs Income.	89
Total Recreational Activities Income	1,819
Water Capital Improvements Inco H9031, Water Surcharge Income H9031, Consumption Surcharge	412
Total H9031, Water Surcharge Income	412
Total Water Capital Improvements Inco	412
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	1 18 1,648
Total W9025, Water Service Income	1,667
Total Water Operations Income	1,667
Total Income	3,913
Expense A1702, Unemployment Insurance Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2137, Copier Maint. Expenses A2479, Travel Expenses A2534, Telephone/Communications	6 600 118 148 116
Total Administrative Expenses	987
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	225 100
Total Fire Operational Expenses	325
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R2041, Rec. Program Expenses R2041BI, Bistro Expenses R2041TC, Tai Chi Expenses	25 449 57 290 72
Total R2041, Rec. Program Expenses	362
R2117, Administrative Expenses R2366, Building Supplles R2534, Pay Telephone Expense R2535, Energy Expenses	500 11 54 77
Total Recreational Expenses	1,535
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E2117, Administrative Fees Total Roads & Easements Expenses	175 13 500 688
Water Capital improve'ts Exp.	333

5:56 PM 01/25/03 Accrual Basis

Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES

November 2002

	Nov 02
H2117, Administrative Fees H2713, Project improvements	175
H2713CP, System improvements	1,500
Total H2713, Project Improvements	1,500
Total Water Capital Improve'ts Exp.	1,675
Water Operating Expenses	
W1028, Maint. Mgr. Wages	1,850
W1073, Extra Hire Wages	96
W1404, FICA	149
W1506, Medical benefits	20 2
W2115, Chemicals I Testing	277
W2117, Adminsitrative Fees	1,750
W2130, Postage & Shipping	. 85
W2133, Office Supplies	258
W2479, Travel allowance	100
W2534, Teiephone Relay Expense	42
W2535, Eiectricai Service	509
Total Water Operating Expenses	5,317
Total Expense	10,562
Net Income	-6,649

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Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES

December 2002

	Dec 02
income	
Administrative income A9001, Generai Tax Income	24,162
Total Administrative Income	24,162
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811CP, Child's Prog. Income R9811TC, Tal Chi Income	330 60 185 90
Total R9811, Rec. Programs Income.	335
Total Recreational Activities Income	665
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	28,518 811 30
Total H9031, Water Surcharge Income	841
•	
Total Water Capital Improvements Inco Water Operations Income W9025, Water Service Income W9025Int., Overdue bill Interst W9025LP, Late pay penaity W9025, Water Service Income - Other	29,359 1 29 3,244
Total W9025, Water Service income	3,274
Total Water Operations Income	3,274
Total Income	57,460
Expense	,
Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2121, Miscellaneous Expenses A2137, Copier Maint. Expenses A2352, County Fees A2479, Travei Expenses A2534, Telephone/Communications	33 600 280 70 274 425 211
Total Administrative Expenses	1,892
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	2 25 70
Total Fire Operational Expenses	295
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R2041, Rec. Program Expenses R2041BI, Bistro Expenses R2041TC, Tai Chi Expenses	25 291 38 199 72
Total R2041, Rec. Program Expenses	271
R2117, Administrative Expenses R2534, Pay Telephone Expense R2535, Energy Expenses R4048, Building improvements Total Recreational Expenses	500 54 91 2,500 3,771
•	=•

5:57 PM 01/25/03 Accrual Basis

Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES

December 2002

	Dec 02
Roads & Easements Expenses E1028, Maint. Mgr. wages	
E1073, Extra Hire Wages	75
E1404, FICA	6
E2117, Administrative Fees	500
Total Roads & Easements Expenses	581
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	175
H2352, County fees	240
H4169UT, Priority Improvements	
H4169NW, New Weii	10,022
H4169VR, Valve Replacement	16,896
Totai H4169UT, Priority Improvements	26,918
Total Water Capital Improve'ts Exp.	27,333
Water Operating Expenses	
W1028, Maint. Mgr. Wages	2,475
W1073, Extra Hire Wages	96
W1404, FICA	197
W1506, Medical benefits	546
W2077, Routine Repairs	1,444
W2115, Chemicals I Testing	100
W2117, Adminsitrative Fees	1,750
W2121, Miscellaneous Expenses	187
W2133, Office Supplies	100
W2325, Contract Services	15,954
W2479, Travei allowance	100
W2534, Telephone Relay Expense	52
W2535, Electrical Service	589
Total Water Operating Expenses	23,590
Total Expense	57,461
Net Income	

	Jul - Dec 02	Budget	\$ Over Budget	% of Budget	
Income Administrative income A9001, General Tax income A9203, Interest earned A9772, Copier income Administrative income - Other	24,170 3 15	43,800 1,600	-19,630 -1,600	55%	
Total Administrative Income	24,188	45,400	-21,212	5	53%
Fire Operations income F9377, West Marin Funds F9763, Fire Assoc. Donations		8,300 5,100	-8,300 -5,100		•
Total Fire Operations income		13,400	-13,400		
Firesafe Marin Grant Income Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811CD, Com. Din. Income R9811CP, Child's Prog. Income R9811TC, Tai Chi Income	2,877 4,550 654 185 450	7,000 1,400 2,000 230 1,120	-2,450 -746 -2,000 -45 -670	65% 47% 80% 40%	
Total R9811, Rec. Programs Income.	1,289	4,750	-3,461	27%	
R9834, Res. Handbook Income		150	-150		
Total Recreational Activities Income	5,839	11,900	-6,061	4	19%
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	34,51 8 6,594 570	55,8 7 5 13,000	-21,358 -6,406	62% 51%	
Total H9031, Water Surcharge Income	7,164	13,000	-5,836	55%	
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest	2,485 868	4,000	-1,515	62%	
Total H9377, Interest Earnings	3,353	4,000	-647	.84%	
Total Water Capital improvements inco	45,035	72,875	-27,840	6	2%
Water Operations Income W9025, Water Service Income W9025int., Overdue bill Interst W9025LP, Late pay penalty W9025, Water Service Income - Other	20 436 26,524	70,000	-43,476	38%	
Total W9025, Water Service Income	26,980	70,000	-43,020	39%	

	Jul - Dec 02	Budget	\$ Over Budget	% of Budget
W9772, Miscelianeous Income Water Operations Income - Other	3,150 25			
Total Water Operations Income	30,155	70,000	-39,845	43%
Total income	108,094	213,575	-105,481	51%
Expense A1702, Unemployment Insurance Administrative Expenses	34			
A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2121, Miscellaneous Expenses A2129. Gen. Election expenses A2130, Mailing & Shipping Exp.	517 3,600 280	400 7,200 300 455 275	117 -3,600 -20 -455 -275	129% 50% 93%
A2133, Office Supplies A2137, Copier Maint. Expenses A2352, County Fees A2479, Travel Expenses A2534, Telephone/Communications A2713, Legai fees	56 188 491 1,149 1,231 214	450 150 8,000 2,200 2,600 2,000	-394 38 -7,510 -1,051 -1,369 -1,786	13% 125% 6% 52% 47% 11%
Total Administrative Expenses	7,726	24,030	-16,304	32%
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	1,350 1,369	2,700 8,500	-1,350 -7,131	50% 16%
Total Fire Operational Expenses	2,719	11,200	-8,481	24%
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 chipper payroil	1,033	25,000	-23,967	4%
Total F2077-Chipper grant program	1,033	25,000	-23,967	4%
Total Firesafe Marin Grant Expenses	1,033	25,000	-23,967	4%
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitoriai wages R1404, FICA R1701, Work Comp Insurance	85 1,817 235 425	2,250 2,700 379 718	-2,165 -884 -144 -293	4% 67% 62% 59%
R2041, Rec. Program Expenses R2041BI, Bistro Expenses R2041CD, Com. Dinner Expenses R2041CP, Child's Program Exp. R2041TC, Tai Chi Expenses	1,401	2,100 600 200 1,400	-699 -600 -200 -968	67% 31%
Total R2041, Rec. Program Expenses	1,833	4,300	-2,467	43%
R2077, Routine Repairs		5,000	-5,000	

	Jul - Dec 02	Budget	\$ Over Budget	% of Budget
R2097, CC Ground Maintenance R2117, Administrative Expenses R2119, Publications R2121, Miscellaneous Expenses R2133, Office Supplies & Stamps R2259, Refuse Removal R2366, Building Supplies R2534, Pay Telephone Expense	3,000 239 43 324	250 6,000 500 100 100 500 350 760	-250 -3,000 -500 -100 -100 -261 -308 -436	50% 48% 12% 43%
R2535, Energy Expenses R2535E, Electrical Expenses R2535G, Butane Gas Expenses R2535, Energy Expenses - Other	118 466	1,000 250	-1,000 -132	47%
Total R2535, Energy Expenses	584	1,250	-666	47%
R4048, Building Improvements	2,500	7,000	-4,500	36%
Total Recreational Expenses	11,084	32,157	-21,073	34%
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E1701, Work's. Comp. Insurance E2077, Road & Easement Repairs E2117, Administrative Fees	75 588 51 3,000	5,500 4,000 72 7 1,210 15,000 6,500	-5,425 -3,413 -676 -1,210 -15,000 -3,500	1% 15% 7% 46%
Tótal Roads & Easements Expenses	3,713	32,937	-29,224	11%
Water Capital Improve'ts Exp. H2049 Meeting & Hearing expense H2117, Administrative Fees H2352, County fees H2713, Project Improvements H2713CP, System Improvements	3 1,050 240 2,602	400 2,100 324 60,000	-397 -1,050 -84 -57,398	1% 50% 74% 4%
Total H2713, Project Improvements	2,602	60,000	-57,398	4%
H4169UT, Priority Improvements H4169NW, New Well H4169VR, Valve Replacement	10,462 16,896	40,000 16,000	-29,538 896	26% 106%
Total H4169UT, Priority Improvements	27,358	56,000	-28,642	49%
Total Water Capital Improve'ts Exp.	31,253	118,824	-87,571	26%
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPSh	6,985 1,615 1,751 -351	20,625 3,000 1,810	-13,640 -1,385 -59	34% 54% 97%

6:00 PM 01/25/03 **Accrual Basis**

	Jul - Dec 02	Budget	\$ Over Budget	% of Budget
W1506, Medical benefits - Other	2,004			
Total W1506, Medical benefits	1,653			
W1701, Work. Comp.Insurance	3,112	3,000	112	104%
W2049, Conferences & Training	215	400	-185	54%
W2058, Annuai Permit Fee	1,889	1,883	· 6	100%
W2077, Routine Repairs	5,416	5,000	416	108%
W2115, Chemicals i Testing	499	5,000	-4,501	10%
W2117, Adminsitrative Fees	10,500	21,000	-10,500	50%
W2121, Misceijaneous Expenses	399	1,000	-601	40%
W2130, Postage & Shipping	467	1,500	-1,034	31%
W2133, Office Supplies	1,050	1,000	50	105%
W2325, Contract Services	15,954	5,000	10,954	319%
W2479, Travel allowance	600	1,500	-900	40%
W2534, Teiephone Relay Expense	251	600	-349	42%
W2535, Electrical Service	3,311	7,000	-3,689	47%
Total Water Operating Expenses	55,667	79,318	-23,651	.70%
Total Expense	113,230	323,466	-210,236	35%
Net income	-5,135	-109,891	104,756	; 5%

OFFICIAL MINUTES OF THE

MUIR BEACH COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

HELD ON WEDNESDAY, DECEMBER 11, 2002

Directors present:

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

delayed and arrived at 7:37

- I. Call to order: President Shaffer opened the meeting at 7:15 pm.
- II. Review and consideration of the December 11, 2002 Agenda. There was a brief discussion of the Agenda, and Director Rudnick 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 beginning with their receipt of a \$10,000 cash advance for work on Redwood Creek. She noted that the Pacific Way work is in its final cleanup and that they will be monitoring the effectiveness of the completed work during the rain season. She also noted that the Redwood Creek Watershed Vision group had a good turnout and expects the have the final report in February or March. Big Lagoon scooping meetings are in process and open for comments until January 16, 2003. Various working groups from the public and private sector will be considering the hydrology and biological conditions.
- IV. Bills to be paid: There was a brief discussion of the Bills to be Paid Report and Director Kamradt moved to approve the report as submitted including a total of \$10,459.67 in general fund expenditures, \$250 in trust fund refunds, and \$1,102.40 in water capital improvement expenditures for a total of \$11,812.07 in warrants issued, seconded by Director Rudnick; ayes all.

VI.

- General Manager's Report: There was brief discussion of the administrative activities including the G. M.'s request to have the Board President sign the letter of agreement with the County Auditor's office for completion of the District audit. He noted that the letter specifies that there be no charge for the audit. The Board concurred with the comment and President Shaffer signed the agreement. This was followed by the following operational discussions and actions:
 - A. Roads and easements: The Board had previously authorized the expenditure of \$500 to mitigate a drainage problem on the central area of Sunset Way. The work was delayed due to a misunderstanding of possible mitigation through resident efforts. It was decided to test the mitigation method using sandbags and if the test is effective to complete the installation of a flow directing asphalt curb as previously approved. In addition, the following Roads and Easements items were discussed:
 - 1. A draft Resolution for management of the Seacape Park area was submitted for Board consideration. Following some discussion, it was decided to delay adoption of the Resolution to give the Board additional time for consideration and to have Director Hills write a letter to the Lasky's and the Smith's confirming the earlier conversations with Mr. Lasky and Director Hills and the G. M., and with Mr. Smith and Director Hills and the G. M.
 - A discussion of the District's stair and pedestrian path improvements encroaching onto the adjacent private property at the lower end of the Ahab Drive to Sunset Way

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pedestrian path. This matter was also deferred for further discussion in the next Board meeting.

- Water operations: The G. M. reported that the District had experienced an unusual amount of distribution system leaks, requiring the services of Ghiolotti Construction to facilitate repairs. The G. M. originally contacted Forester Pump and Engineering and/or Lindscott Engineering (our usual emergency service contractors) but they were unable to offer men and equipment for several days. Details of the repairs were included in the G. M.'s report to the Board. The G. M. also recommended that a portion of the costs be paid from the Capital Improvement funds, as much of the work involved installing needed new valves and replacing defective valves previously authorized for capital improvements by the Board. The board concurred, authorizing approximately \$19,000 in capital improvements and the balance in operational expenses.
- Water Conservation enforcement: The G. M. submitted a suggested Ordinance outlining C. the procedures and applicable fines for enforcing noticed water conservation. However, he had misunderstood the Board's intent on the penalties and converted them to be applied by a cubic foot of excess use basis, whereas the Board's intent was as specified by Director Hills outline of fines applicable in 100 foot increments. Following this clarification it was decided to have Director Hills e-mail his revisions for the Ordinance to the G. M. for incorporation into the Ordinance prior to its submission to the County Counsel for legal review. As this item requires a public hearing prior to adoption, further discussion was deferred to future meetings.
- Water rights. Director Kamradt noted that due to the delay in adopting the conservation D. enforcement policy, there was little for the T. A. C. to discuss and suggested that the next T.

A. C. meeting be postponed until there was more to discuss. The Board concurred with this suggestion.

- E. Water Capital Improvements: There was a brief discussion of the draft report from DCV Consultants of their recommendations for improving the well operations and activation of the new well. As the report was just made available this evening, the Board deferred action until the next Board meeting.
- F. Recreation: Kathy Sward reported that preliminary review of the Art Faire indicates that it was successful, despite the marginal weather. She will have more details when the analysis is completed. Director Ostroff is assisting the Quilters in their financial analysis.
- Public Open time: Director Hills reported that he has located a website developer willing to develop the District's website for a fee of \$300, providing she can be shown as the site developer. This was discussed in general, versus using students at one of the local Universities. However, it was noted that the students will not be available until after the new year vacations. It was generally agreed that the previous approval for developing the District's website would permit the retention of the site developer to complete the site at the earliest possible date.

Chief Sward then noted that he had forgotten to mention that January 11th is the day for fire extinguisher checking by the volunteers.

Review of the draft minutes for the October 23, 2002 meetings. There was a brief discussion of the draft minutes. Director Hills indicated that the discussion (Section VI, A, lines 10 through 13 of page 16 of the Board Packet) of the meeting with the County Auditor's office took place during the previous meeting and should be deleted from these minutes. Further, he felt the wording in Section VI, D, Water Conservation Enforcement (lines 18 through 23 of page 17 and lines 1 through 18 of page 18) required rewording. It was suggested that he submit a reworded section to the G. M.. With

1	these changes, Director Rudnick moved to approve the minutes as corrected; seconded by Director
2	Kamradt, ayes all.
3	IX. Next meeting date: Following a brief discussion the next meeting date was confirmed for
4	Wednesday, January 29, 2002.
5	The meeting was adjourned at 10:16 Director Hills and the G. M. P.M.
6	These minutes were approved by the Muir Beach Community Services District Board of Directors,
7	during their meeting on
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10	Steven Shaffer, Board President Donovan Macfarlane, Secretary
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24	Minutes\02-03-27.reg

Page 23 of 25

Minutes\02-03-27.reg

RESOLUTION 2002-12-1101,

A Resolution of the Board of Directors of the Muir Beach Community Services District Proposing Regulations for the Development and Maintenance If 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 the Marin County Master Plan as one of the many 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 the Board of Directors that 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 owners whose property is adjacent to the subject Park Area, the right to maintain and/or 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 property lines for a distance of no more than 20 feet into the Park Area and lying between their property sidelines as projected 20 feet forward into the Park Area, 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 adjacent owners 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 adequate to preserve the life of the native ground cover. The existing native shrubs may be pruned to maintain views but shall not be removed without the specific approval of the District.

In the event the adjacent landowner desires to landscape the subject adjacent Park area, the regulations governing the landscaping shall: A landscaping plan must be submitted to the district for review and approval prior to any work being performed. Prior to commencing work on the landscaping, the owner shall record the approved plan, along with a copy of this resolution as an attachment to the property title. All plants and ground covers proposed by the plan must be classified as native to the area and drought resistant. Irrigation, through the use of domestic water supplied by the District, of the landscaped area during the drought season is prohibited. All plants shall be limited to a height of no more than 4 feet above the existing ⁷ ground level at the base of the plant. None of the landscaping shall be permitted to block or otherwise hinder the đ. public use of the pedestrian trail. No dumping of debris or other unsightly materials shall be permitted within the e. Park Area, and in the event such dumping does occur the adjacent property owners will be given thirty (30) days notice to remove the debris. In the event the debris is not removed, the District will remove it and charge the owner for the cost of removal. Failure of the owner to pay the cost will result in the District placing a lien on the property. f. The maintenance and/or landscaping shall be implemented and/or installed by the subject adjacent owner, at the owners expense with the owner indemnifying the District from any and all potential liability applicable to the maintenance an/or landscaping. 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 ninety (90) days granted 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 Ayes: Noes: Absent/Abstain: Steven Shaffer, President of the Board Attest: _

Secretary for the Board

TABLE OF CONTENTS FOR THE BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING ON WEDNESDAY, FEBRUARY 26, 2003 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE THE REGULAR MEETING WILL BEGIN AT 7:00 P.M.

DESCRIPTION	<u>PAGES</u>
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Year to Date Income and Expense Summary	5
District Fiscal Consolidated Balance Sheet as of January 31, 2003	6
Monthly Income versus Expenses report for January 2003	7 - 8
Profit & Loss Budget Versus Actual, year to date	9 - 12
Suggested Ordinance 2003-02-26-01 for proposed water rates	13 - 14
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Redwood Creek Watershed Vision Statement	21 - 26

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AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES District Board OF DIRECTORS' REGULAR MEETING ON WEDNESDAY. FEBRUARY 26, 2003 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

President Steve Shaffer; Directors: Leighton Hills, Deborah Kamradt, Maury Ostroff, and Peter Rudnick. Deb m with power out. Maury Late. 7:39 Directors:

- フ:ブフ I. Open the public meeting: President Shaffer will call the public meeting to order.
- Review and consideration of the February 26, 2002 Agenda. Agenda items may be deleted, II. 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". Feter Lugith, Out.
- National Park Service: Representatives from the National Park Service (N. P. S.) will offer III. information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community. In addition, the District has received copies of the final "Redwood Creek Watershed Vision Statement" (copies included in the Board Packet) and the Board will consider endorsing the principals set forth in the "Statement". Jun Vic. Petu, Lught all Board mumbers and again.

 Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the January 1 through January 31, 2003. Many, Lu, all.
- IV.
- Fire Department, Emergency Disaster Committee: Chief Sward will offer a report on the Department's activities since the last Board meeting. The department has been awarded \$28,000 for continuation of the "Chipper Program", funded from the N. P. S. WUI Community Partnerships Projects. 152 in survive 670 - W. Marie Fur fact for yet.

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

- 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.
 - Administration: There are several administrative matters requiring Board attention: A.
 - 1. Independent County Audit: The County has essentially completed their independent audit. The final reports are in progress and waiting for the completion of the cash flow reports. All historical records have been returned to the District for safe keeping, and the final report should be presented during the March Board meeting.
 - 2. Continued audits: The District is overdue for its next five year audit, as a result of the County's delay in completing the audit for fiscal years 1992 -93 through 1996-97. As soon as the County's audit is received, the District should contract for the 1997-98 through 2001-02 audit. As the County no longer performs audits for Special Districts, it will be necessary for the District to retain a private auditing firm.
 - 3. **Information phone:** The new information phone (415-388-7808) is up and running. As of the current date, use has been minimal. However, it is anticipated that as time passes this method of communication will increase in use by the residents.
 - 4. District website: The District website (muirbeachesd.com) is up and running. As of the current date, use has been minimal. However, it is anticipated that as time passes

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this method of communication will increase in use by the residents.

Roads and Easements: The following items require Board consideration and possible action:

Sunset Way to Ahab Drive pedestrian way. This item was considered during the previous Board meeting and selected for further consideration, following Director Hills

report on the possible purchase of easement rights, during tonight's meeting.

- procripture advisor Chief w/CA rept met must speed bump on Sunset Way in the vicinity of #30, so as to reduce the noise created when truck traffic goes over the bump. This matter was deferred from the previous Board meeting with instructions for the G. M. to notify the residents in the adjacent area that the Board would further consider this request during tonight's meeting. The adjacent residents have been notified of this by a mailed notice. Lighthe Peter Ling that will be a CR OPERATIONS:

WATER OPERATIONS:

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

2. Gross water billing for the 12/23/02 through 01/23/03 billing period was \$3,373.20 including \$74.12 in late payment penalties and \$3.85 in interest charges. The monthly consumption surcharge for this period totaled \$869.50

The table below tabulates the water production for the period December 23, 2002 to January 23, 2003. Total volume of water measured through the master meter = 674,400 gallons Average daily pumping rate 21,755 gallons Highest pumping day was on 1/06/03 and volume pumped = 34,500 gallons Lowest pumping day was on 1/08/03 and volume pumped = 17,200 gallons Total volume billed through service meters = 883,541 gallons Gross unaccounted for water loss = 603,958 gallons Estimated un-metered maintenance use 1,000 gallons Estimated leak repair losses 5,000 gallons Net unaccounted for water loss (9.56%)¹ 64,442gallons Average daily customer consumption per meter = 71 gallons Average service billing = \$21.74

D. Water Conservation enforcement: The County attorney has not completed review of the District's conservation enforcement policy. However, she has recommended that the policy be adopted by Resolution versus Ordinance, as this will accommodate future changes in the base level for implementation. A Resolution becomes effective immediately, whereas an Ordinance requires a public hearing and the time delays applicable to the Ordinance process.

Water rates: A draft Ordinance, 2003-01-01 has been prepared for the Board's review. Following the Board's approval of the final terms of the Ordinance it will be submitted to the County Counsel for approval of the general format and content. Once the counsel's approval is received, a "Notice of Public Hearing" will be mailed to all District consumers, posted on

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the District bulletin Boards, and advertised in a local newspaper (Board's selection). The public hearing, as considered previously by the Board, will be scheduled to coincide with a regular Board meeting.

Water Rights: As the County counsel's review and final draft of the "Conservation Resolution" has not been completed, it is anticipated that the scheduled T. A. C. meeting on Friday, March 14 will be rescheduled.

Capital Improvements: DCV Consultants has notified me that they plan to forward the final well site improvement recommendations on Friday, February 21, 2003. If this schedule holds, the recommendations will be included in the Board packet for the Board's consideration.

Legation: Due to a misunderstanding of contractors interested in submitting bids for the

community center deck roof, and their requests for additional dimensions and clarification of certain items, the submission of bids has been delayed until the next Board meeting.

The Muir Beach Garden Club is interested in improving the community center landscaping. It is anticipated that a representative will attend the meeting to make a

H.

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 January 29, 2003

IX. Next meeting date: The 4th Wednesday in March is March 26, 2003.

ADJOURNMENT OR CONTINUATION

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

VENDER NAME	USE CODE NATER CA	DESCRIPTION PITAL IMPROVEMENT EXPENSES	FUND	AMOUNT
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	\$175.00
DVC Consultants	2713	Well house inspection work	В	\$1,506.9
		TOTAL WATER CAPITAL IMPROVMENT EX	PENSES =	\$1,681.9
		ON EXPENSES, DIVISION CODE 9236		
Kinko's ABC Consultants, Inc.	2049	Meeting packet duplication	P	35.7
ABC Consultants, Inc.	2479	Administrative fees paid this month Travel allowance paid for last month	B	600.0 74.1
AnythingE-mail	2534	Extend Muirbeachesd.com registration	P	39.9
At&T	2534	Toll calls 707-643-1143 paid this month	В	29.8
Cingular	2534	Cell phone paid this month	B	42.9
Pacific Bell	2534	707-643-1143 paid this month	В	19.2
Pacific Bell	2534	415-388-7804 paid this month TOTAL G&A EX	B DENGES -	52.25 \$894.25
FII	DE DU <i>U</i> OIO		L140L0 -	\$034.Z
ABC Consultants, Inc.	2117	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month	В	225.00
Pacific Bell	4827	Fire station phone paid this month	В	43.9
		TOTAL FIRE EX		\$268.9
R	ECREATIO	N EXPENSES, DIVISION CODE 9239		
Şalvador Gonzales	1073	Extra Hire wages paid this month	Ç	161.4
Juana Gonzales	1077	Janitorial wages paid this month	С	151.78
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	500.0
Bruce Barlow	2121	50% of piano removal	В	100.00
Waste Management	2259	Waste removal through March	В	119.49
Costco	2366	Garbage bags, paper towels, etc	P	32.07
Pacific Bell	2534	Community Centerpay phone paid this month	В	53.9
Pacific Gas & Electric	2535	Community Center electric paid this month	В	153.70
Bell's market Costco	2041BI 2041BI	Misc. Bistro supplies purchased this month Coffee and other Bistro supplies	P	13.7
Lonna Richmond	2041BI	Bistro wages paid this month	P C	38.35 145.33
Nancy Knox	2041BI	Bistro pastries purchased this month	P	19.00
		MENT EXPENSES, DIVISION CODE 9237		
Sutton Freebairn-Smith Salvador Gonzales	1028	Maint, manager wages paid this month Extra Hire wages paid this month	C	80.74 26.91
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	500.00
		TOTAL R&E EXI	PENSES =	\$607.6
		ON EXPENSES, DIVISION CODE 9238		
Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	1, 3 72.54
Jose Alcala	1073	Extra Hire wages paid this month	C	64.59
Salvador Gonzales PERS	1073 1506	Extra Hire wages paid this month Shaffer trust hospital insurance	Ç	201.85
Orcharard Supply Hardware	2077	Chlorine line repairs	B	296.59
Department of Health Laboatories	2115	Chloiform	В	30.0
ABC Consultants, Inc.	2117	Clerical fees paid this month	В	950.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	800.0
Public Storage	2121	File storage	В	53.00
USPO	2130	Postage	Р	56.40
Ghilotti Construction	2325	Water distribution leak repairs	С	15,954.24
Sutton Freebairn-Smith	2479	Travel allowance paid this month	В	100.00
Marin Cell-U-Phone	2534	Pager for Sutton	В	9.95
Pacific Bell	2534	Upper tank phone relay paid this month	В	31.86
Pacific Gas & Electric	2535	Well & lower tank electric paid this month TOTAL WATER EXI	B BENSES -	814.19
B = Paid thru Salomon depository C = Paid thru County depositories P = Paid thru Petty Cash Funds		TOTAL WATER CAPITAL IMPROVMENT EXI TOTAL GENERAL FUND EXI	PENSES =	\$20,825.36 \$1,681.96 24,085.02 \$25,766.93
**	•	Muir Beach Community Services District Board	of Director	's on
the day of		2003.		
MU	JIR BEACH	COMMUNITY SERVICES DISTRICT		

6:03 PM 02/22/03 ♣ccrual Basis

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

July 2002 through January 2003

	Jul '02 - Jan 03
Income	
Administrative Income	24,783
Firesafe Marin Grant Income	2,877
Recreational Activities Income	5,944
Water Capital Improvements Inco	47,189
Water Operations Income	33,797
Total Income	114,589
Expense	
A1702, Unemployment Insurance	34
Administrative Expenses	8,620
Fire Operational Expenses	2,988
Firesafe Marin Grant Expenses	1,033
Recreational Expenses	12,559
Roads & Easements Expenses	4,321
Water Capital Improve'ts Exp.	32,935
Water Operating Expenses	60,538
Total Expense	123,029
Net income	-8,440

6:24 PM 02/20/03 Accrual Basis

Muir Beach Community Services District 2001-2002 Balance Sheet

As of January 31, 2003

	Jan 31, 03
ASSETS	
Current Assets	
Checking/Savings Fund 428, County General Fund	31,308
Fund 429, County investment Fun	
Capital improvements	219,638
General investments	51,044
Total Fund 429, County Investment Fun	270,682
Petty Cash Fund	-201
Salomon Smith Barney	
Fire Station Reserve	12,419
General Funds	24,938
Rental deposit trust	3,000
Shaffer CalPers Trust	1 6 100
Water Security Deposit Trust	6,100
Totai Salomon Smith Barney	46,457
Total Checking/Savings	348,247
Accounts Receivable	
Receivables	7,246
Total Accounts Receivable	7,246
Total Current Assets	355,492
Fixed Assets	
A4048, Office Equipment	537
Total Fixed Assets	537
TOTAL ASSETS	356,029
LIABILITIES & EQUITY Liabilities	
Current Liabilities	
Other Current Liabilities	
1506CPSh Shaffer CalPers Trust	196
R9255R, Refundable deposits	3,000
W9025RD, Security deposits	6,100
Total Other Current Liabilities	9,296
Total Current Liabilities	9,296
Total Liabliities	9,296
Equity	
Retained Earnings	355,173
Net Income	-8,440
Total Equity	346,733
TOTAL LIABILITIES & EQUITY	356,029



6:26 PM 02/20/03 Accrual Basis

Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES

January 2003

Jan 03	
Income Administrative Income A9001, Generai Tax income 59	95
Total Administrative income	595
Recreational Activities income R9811, Rec. Programs income. R9811Bi, Bistro income 105	
Total R9811, Rec. Programs income.)5
Total Recreational Activities income	105
Water Capital Improvements Inco H9031, Water Surcharge income H9031, Consumption Surcharge 893 H9031, Water Surcharge Income - Other 30	
Total H9031, Water Surcharge Income 92	23
H9377, Interest Earnings 950 H9377G, Cap. imp. interest 281	
Total H9377, Interest Earnings 1,23	<u>31</u>
Totai Water Capital Improvements Inco	2,154
Water Operations Income W9025, Water Service Income W9025int., Overdue biii interst 3 W9025LP, Late pay penaity 69 W9025, Water Service Income - Other 3,569 Total W9025, Water Service Income 3,64	14
Total W3023, Water Service income 5,04	<u>''</u>
Total Water Operations Income	3,641
Total Income	6,495
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consuiting Admin. Fees 60	6,495 86 00 74
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consuiting Admin. Fees A2479, Travei Expenses 7	6,495 86 00 74
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consuiting Admin. Fees A2479, Travei Expenses A2534, Telephone/Communications Total Administrative Expenses Fire Operational Expenses F2117, Administrative Fees	6,495 36 00 74 84 894
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consuiting Admin. Fees A2479, Travei Expenses A2534, Telephone/Communications Total Administrative Expenses Fire Operational Expenses F2117, Administrative Fees	6,495 36 00 74 34 894
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consuiting Admin. Fees A2479, Travei Expenses A2534, Telephone/Communications Total Administrative Expenses Fire Operational Expenses F2117, Administrative Fees F2117, Administrative Fees F24827, W. Marin Fund Expenses Total Fire Operational Expenses Recreational Expenses Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FiCA R2041, Rec. Program Expenses	6,495 36 00 74 34 894 25 14 269
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consuiting Admin. Fees A2479, Travei Expenses A2534, Telephone/Communications Total Administrative Expenses Fire Operational Expenses F2117, Administrative Fees F2117, Administrative Fees F24827, W. Marin Fund Expenses Total Fire Operational Expenses Recreational Expenses Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FiCA R2041, Rec. Program Expenses	6,495 36 00 74 34 894 25 14 269
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues 3 A2117, Consuiting Admin. Fees 60 A2479, Travel Expenses 7 A2534, Telephone/Communications 18 Total Administrative Expenses 22 Fire Operational Expenses 22 F2117, Administrative Fees 22 F4827, W. Marin Fund Expenses 4 Total Fire Operational Expenses 4 Recreational Expenses 29 R1028, Maint. Mgr. Wages 29 R1073, Janitorial wages 29 R2041, FicA 3 R2041, Rec. Program Expenses 192 Total R2041, Rec. Program Expenses 192 Total R2041, Rec. Program Expenses 192 R2117, Administrative Expenses 50 R2121, Miscellaneous Expenses 10 R2259, Refuse Removal 11 R2366, Building Supplies 3	6,495 36 30 74 34 894 25 44 269 31 32 32 30 32 35 34

6:26 PM 02/20/03 Accrual Basis

Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES January 2003

	Jan 03
E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA	75 25 8
E2117, Administrative Fees	500
Total Roads & Easements Expenses	608
Water Capital Improve'ts Exp. H2117, Administrative Fees H2713, Project Improvements H2713CP, System Improvements	175 -15,389
Total H2713, Project Improvements	-15,389
H4169UT, Priority Improvements H4169VR, Valve Replacement	16,896
Total H4169UT, Priority Improvements	16,896
Total Water Capital Improve'ts Exp.	1,682
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPSh	1,275 248 116
Total W1506, Medical benefits	297
W2077, Routine Repairs W2115, Chemicals I Testing W2117, Adminsitrative Fees W2121, Miscellaneous Expenses W2133, Office Supplies	90 30 1,750 53 56
W2325, Contract Services W2479, Travel allowance W2534, Telephone Relay Expense W2535, Electrical Service	100 42 814
Total Water Operating Expenses	4,871
Total Expense	9,799
Net Income	-3,304

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

	Jul '02 - Jan 03	Budget	\$ Over Budget	% of Budget	
Income Administrative Income A9001, General Tax Income A9203, Interest earned A9772, Copier Income Administrative Income - Other	24,765 3 15	43,800 1,600	-19,035 -1,600	57%	
Total Administrative Income	24,783	45,400	-20,617		55%
Fire Operations Income F9377, West Marin Funds F9763, Fire Assoc. Donations		8,300 5,100	-8,300 -5,100		
Total Fire Operations Income		13,400	-13,400		
Firesafe Marin Grant Income Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811CD, Com. Din. Income R9811CP, Child's Prog. Income R9811TC, Tai Chi Income	2,877 4,550 759 185 450	7,000 1,400 2,000 230 1,120	-2,450 -641 -2,000 -45 -670	65% 54% 80% 40%	
Total R9811, Rec. Programs Income.	1,394	4,750	-3,356	29%	
R9834, Res. Handbook Income		150			
Total Recreational Activities Income	5,944	11,900	-5,956		50%
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	34,518 7,487 600	55,875 13,000	-21,358 -5,513	62% 58%	
Total H9031, Water Surcharge Income	8,087	13,000	-4,913	62%	
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest	3,435 1,149	4,000	-565	86%	
Total H9377, Interest Earnings	4,584	4,000	584	115%	
Total Water Capital Improvements Inco	47,189	72,875	-25,686		65%
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	23 506 30,093	70,000	-39,907	43%	
Total W9025, Water Service Income	30,622	70,000	-39,378	44%	

6:28 PM 02/20/03 Accrual Basis

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

	Jul '02 - Jan 03	Budget	\$ Over Budget	% of Budget
W9772, Miscellaneous Income Water Operations Income - Other	3,150 25			
Total Water Operations Income	33,797	70,000	-36,203	48%
Total Income	114,589	213,575	-98,986	54%
Expense A1702, Unemployment Insurance Administrative Expenses	34			
A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2121, Miscellaneous Expenses A2129. Gen. Election expenses A2130, Mailing & Shipping Exp.	553 4,200 280	400 7,200 300 455 275	153 -3,000 -20 -455 -275	138% 58% 93%
A2133, Maining & Shipping Exp. A2133, Office Supplies A2137, Copier Maint. Expenses A2352, County Fees A2479, Travel Expenses A2534, Telephone/Communications A2713, Legal fees	56 188 491 1,224 1,415 214	450 150 8,000 2,200 2,600 2,000	-394 38 -7,510 -976 -1,185 -1,786	13% 125% 6% 56% 54% 11%
Total Administrative Expenses	8,620	24,030	-15,410	36%
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	1,575 1,413	2,700 8,500	-1,125 -7,087	58% 17%
Total Fire Operational Expenses	2,988	11,200	-8,212	27%
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 chipper payroll	1,033	25,000	-23,967	4%
Total F2077-Chipper grant program	1,033	25,000	-23,967	4%
Total Firesafe Marin Grant Expenses	1,033	25,000	-23,967	4%
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R1701, Work Comp Insurance	85 2,108 268 425	2,250 2,700 379 7 18	-2,165 -593 -111 -293	4% 78% 71% 59%
R2041, Rec. Program Expenses R2041BI, Bistro Expenses R2041CD, Com. Dinner Expenses R2041CP, Child's Program Exp. R2041TC, Tai Chi Expenses	1,594 432	2,100 600 200 1,400	-506 -600 -200 -968	76% 31%
Total R2041, Rec. Program Expenses	2,0 2 6	4,300	-2,274	47%
R2077, Routine Repairs		5,000	-5,000	

6:28 PM 02/20/03 Accrual Basis

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

	Jul '02 - Jan 03	Budget	\$ Over Budget	% of Budget	
R2097, CC Ground Maintenance R2117, Administrative Expenses R2119, Publications	3,500	250 6,000 500 100	-250 -2,500 -500	58% 100%	
R2121, Miscellaneous Expenses R2133, Office Supplies & Stamps R2259, Refuse Removal	100 358	100 100 500	-100 -142	72%	
R2366, Building Supplies R2534, Pay Telephone Expense R2535, Energy Expenses	75 378	350 760	-275 -382	21% 50%	
R2535E, Electrical Expenses R2535G, Butane Gas Expenses R2535, Energy Expenses - Other	118 620	1,000 250	-1,000 -132	47%	
Total R2535, Energy Expenses	738	1,250	-512	59%	
R4048, Building Improvements	2,500	7,000	-4,500	36%	
Total Recreational Expenses	12,559	32,157	-19,598	!	39%
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E1701, Work's. Comp. Insurance E2077, Road & Easement Repairs	150 613 58 3,500	5,500 4,000 727 1,210 15,000 6,500	-5,350 -3,388 - 6 69 -1,210 -15,000 -3,000	3% 15% 8% 54%	
E2117, Administrative Fees Total Roads & Easements Expenses	4,321	32,937	-28,616		13%
Water Capital Improve'ts Exp. H2049 Meeting & Hearing expense H2117, Administrative Fees H2352, County fees H2713, Project Improvements H2713CP, System Improvements	3 1,225 240 -12,787	400 2,100 32 4 60,000	-397 -875 -84 -72,787	1% 58% 74% -21%	
Total H2713, Project Improvements	-12,787	60,000	-72,787	-21%	
H4169UT, Priority Improvements H4169NW, New Well H4169VR, Valve Replacement	10,462 33,792	40,000 16,000	-29,538 17,792	26% 211%	
Total H4169UT, Priority Improvements	44,254	56,000	-11,746	79%	
Total Water Capital Improve'ts Exp.	32,935	118,824	-85,889		28%
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPSh	8,260 1,863 1,868 -54	20,625 3,000 1,810	-12,365 -1,137 58	40% 6 2% 103%	

6:28 PM 02/20/03 **Accrual Basis**

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

	Jul '02 - Jan 03	Budget	\$ Over Budget	% of Budget
W1506, Medical benefits - Other	2,004			
Total W1506, Medical benefits	1,950			
W1701, Work, Comp.Insurance	3,112	3,000	112	104%
W2049, Conferences & Training	215	400	-185	54%
W2058, Annual Permit Fee	1,889	1,883	6	100%
W2077, Routine Repairs	5,506	5,000	506	110%
W2115, Chemicals I Testing	529	5,000	-4,471	11%
W2117, Adminsitrative Fees	12,250	21,000	-8,750	58%
W2121, Miscellaneous Expenses	452	1,000	-548	45%
W2130, Postage & Shipping	467	1,500	-1,034	31%
W2133, Office Supplies	1,106	1,000	106	111%
W2325, Contract Services	15,954	5,000	10,954	319%
W2479, Travel allowance	700	1,500	-800	47%
W2534, Telephone Relay Expense	293	600	-307	49%
W2535, Electrical Service	4,125	7,000	-2,875	59%
Total Water Operating Expenses	60,538	79,318	-18,780	76%
Total Expense	123,029	323,466	-200,437	38%
Net Income	-8,440	-109,891	101,451	8%

ORDINANCE 2003-02-26-01

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, California Constitution, Article X Section 2 provides "It is hereby declared that because of the conditions prevailing in this State the general welfare requires that the water resources of the State be put to beneficial use to the fullest extent of which there are capable, and that the waste of unreasonable use or unreasonable method of use of water be prevented, and that the conservation of such water is to be exercised with a view to the reasonable and beneficial use thereof in the interest of the people and for the public welfare." And

WHEREAS, the District's water rights permit requires a "Tiered rate structure", and

WHEREAS, the District' has not changed its water rate structure since the fall of 1992, while inflation and new requirements of the federal "Safe Drinking Water Act" have substantially increased the costs of general water operations, 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 rate policy that provides adequate funding for the operations and maintenance of the water system while fairly allocating the costs of operations and maintenance, as well as the capital benefit of having a reliable potable water supply available to the District's consumers.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the Muir Beach Community Services District as follows:

<u>Section 1, Purpose:</u> The purpose of this ordinance is to adopt a water rate structure in compliance with terms of the District's water right permit while adequately funding the cost of water operations and maintenance, and fairly distributing the cost among the District's water consumers.

Section 2, Tiered Water Rates. All water consumers, on metered water service, shall pay a monthly charge per the following tiered rate schedule for water service:

Tier	Rate*
1	0 to 300 cubic feet (cf), a minimum charge of \$15.00
2	301 to 600 cf, \$15.00 plus \$0.02 per cf above 300 cf
3	601 to 1,200 cf, \$21.00 plus \$0.05 per cf above 600 cf
4	1,201 to 2,000 cf, \$51.00 plus \$0.08 per cf above 1,200 cf
5	2,001 cf and above, \$115.00 plus \$0.09 per cf above 2,000 cf.

^{*} The above rates are subject to the 25% consumption surcharge reserved for capital improvements, in accord with District Ordinance 2001-07-25-1, Section 3, as approved by the voters during the general election of November 2001

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Section 3, Severability. If any section, subsection, sentence, clause, phrase, portion or part of this ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such section shall not affect the validity of the remaining portions of this ordinance. The Board of Directors hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, portion or part thereof, irrespective of the fact that any one or more section, subsection, sentence, clause, phrase, portion or part be declared invalid or unconstitutional.

Section 4, Effective Date. This ordinance shall be effective on the date of its adoption.

PASSED, APPROVED AND ADOPTED Muir Beach Community Services District on	at a regular meeting of the Board of Directors of the
Ayes:	
Noes:	
Absent:	
Steven Shaffer, President of the Board	Donovan Macfarlane, Secretary

OFFICIAL MINUTES OF THE

MUIR BEACH COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

HELD ON WEDNESDAY, JANUARY 29, 2003

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Directors present:

Directors: Hills, Kamradt, Ostroff, and Rudnick. President Shaffer called prior to the meeting to say he was in traffic and would arrive as soon as possible, He arrived

at approximately 7:30. Director Kamradt was not present.

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I. Call to order: Vice President Rudnick opened the meeting at 7:10 pm. President Shaffer assumed

the chair when he arrived at approximately 7:30, during the N. P. S. presentation.

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II. Review and consideration of the January 29, 2003 Agenda. There was a brief discussion of the Agenda, and Director Hills moved to approve the Agenda as submitted; seconded by Director Ostroff, ayes all.

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III. National Park Service: Ranger Jennifer Vic offered an update on the ongoing activities of the Park Service including the following:

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A. The N. P. S. is currently waiting for word from Washington D. C. for a determination as to whether dogs can be permitted in the park and beach area without leashes.

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B. N. P. S. no longer will require bonfire permits for the Muir Beach park area.

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C. Big Lagoon: N. P. S. is monitoring the sedimentation, using surveyor's bench marks. This work is on schedule. The Redwood Creek watershed vision group will have a public meeting

2324

D. Pacific Way flooding: Some effects of not having fully completed work during the stream enhancements and clearing have reduced the effectiveness of the flood mitigation. However, both President Shaffer and Director Rudnick noted that conditions have substantially improved, with the water flowing more effectively and the duration of flooding on Pacific way reduced in time.

IV. Bills to be paid: There was a brief discussion of the Bills to be Paid Report. Director Ostroff asked if the reports included all of the expenses paid for the recent water leak repairs and upgrades, the G. M. reported that the general water repair expenses of just under \$16,000 was not included due to a mixup in the County's pay method. These repair expenses will be included in the January expenses. Director Ostroff then *moved* to approve the report as submitted including a total of \$9,047.61 in general fund expenditures and \$1,875 in water capital improvement expenditures and \$850 in trust fund refunds for a total of \$11,572.61 in warrants issued during the month of November 2002 plus a total of \$14, 173.78 in general fund expenditures, and \$27,332.67 in capital improvement expenditures for a total of \$41,506.45 in warrants issued during the month of December 2002, seconded by Director Hills; ayes all.

V. Fire Department, emergency disaster committee: Chief Sward explained that the Fire Chiefs in West Marin have formed a cooperative group to coordinate training and other activities of mutual interest. He reported that the repairs and conversions for the new fire truck should be completed and the truck in service in two weeks. Also, that the "fire extinguisher" refill program was successful.

As a final matter, he noted that the planning dinner for the annual bar b que will be in the community

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

- A. Contract for legal services with Marin County: The G. M. explained that the County has increased their legal fees from \$95 per hour to \$110 while noting that the quality of services has also improved. The new contract agreement requires the President's signature attested by the G. M.. Director Hills *moved* to have the contract signed as required, seconded by Director Rudnick, ayes all.
- B. Conflict of interest code: The G. M. explained that the District adopts the County code, which must be reviewed biennially. No changes were recommended and Director Hills moved to continue the adoption and use of the County's "Conflict of Interest Code", seconded by Director Ostroff, ayes all.
- C. Roads and Easements: The following matters concerning Roads and Easements we discussed and acted upon:
 - 1. District encroachment on to private property at the lower end of the pedestrian easement from Ahab Drive to Sunset Way. Director Hills gave a brief overview of the various discussions in meetings with the effected property owner and his construction of a fence, which was later modified to permit temporary continued use of the encroached area by residents using the path. He suggested that it may be possible to purchase easement rights for the encroachment area at a cost that is less than the estimated cost for removing the encroachment and reconstructing the path facilities necessary to provide safe pedestrian access. He will pursue this possibility

and report to the Board during the next meeting. Resident Erin Pinto, whose property is adjacent to the subject area requested that she be kept informed of the actions on this item.

- 2. Seacape Park Area Resolution 2002-12-11-01: there was a general discussion of the recommended resolution, with several members of the audience requesting clarification. Following the discussions, the consensus of the Board was that the Resolution provides adequate control for the Board, while enhancing resident needs in the area. Further, the Resolution establishes a formal policy for governing this park area. The G. M. noted that the Resolution can be changed by the adoption of a new Resolution, if deemed necessary. Director Hills then *moved* to approve the Resolution as written, seconded by Director Ostroff, ayes all.
- 3. Removal of a speed bump in the vicinity of 30 Sunset Way. There was a brief discussion of this and the Board instructed the G. M. to notify the nearby residents of this request and place the item on next month's agenda for consideration.
- D. Water operations: The G. M. reported that the unaccounted for water losses have declined to less than 10% following the recent system repairs and improvements. In addition, the following items were considered:
 - 1. Water conservation enforcement: The G. M. reported that the county counsel has not completed her review of the suggested ordinance.
 - 2. Water rates: Director Ostroff reviewed his various suggestions for water rate revisions, noting that the rates have not been changed since the Fall of 1992. He pointed out that the basic cost of water operations is somewhat inflexible due to

regulatory requirements for quality tests, essential everyday maintenance and the cost of administration. The G. M. reported that water operations currently owes the general fund more than \$30,000 in advances to cover income shortfalls, and that the current expensive repairs will increase the deficit for this fiscal year. There were several questions from the audience as to the methodology used for the suggested new rates. Following additional discussion, the consensus of the Board was that the recommended suggestion "C" was the most appropriate for consideration, with a revision that the \$15 basic fee should include the first 300 cubic feet of water consumed. Further, that following the adoption process for setting new water rates, the rates should be reviewed annually. Director Ostroff then *moved* to have the G. M. develop the necessary Ordinance and schedule for the required public hearing and advertizement.

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E. Recreation: The G. M. indicated that he will try to have requests for bid proposals scheduled for bid openings during the next meeting. Kathy Sward requested that Tony Moore be included in the requests for proposals.

VII. Public open time: There was a general discussion of the need to acknowledge the efforts of the Park

Service, and in particular those of Jennifer Vic, as well as Brian O'Neill and Supervisor Kinsey for

the flood mitigation on Pacific Way. Director Hill will draft a letter for the signature of all Board

members.

This was followed by a brief discussion of the need for a new District phone book. President

Shaffer said he will bring the name of possible volunteers for this project during the next meeting.

He also mentioned that the Garden Club would like to participate in new planting for the community

. 1	•	center. The recently tiered area in the	e playground (to	o the west of the playground access stairs	s) was
2		suggested as a good starting point.			
3					
4	VIII.	Review of the draft minutes for the	December 11, 2	2003 meeting. There were no changes sugg	gested
5		for these minutes and Director Ost	roff <i>moved</i> to	approve the minutes as written; second	led by
6		Director Hills, ayes all.			
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8	IX.	Next meeting date: Following a	brief discussio	n the next meeting date was confirme	ed for
9		Wednesday, February 26, 2003.			
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11	The m	neeting was adjourned at 9:15 P.M.			
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13		These minutes were approved by the	Muir Beach Co	ommunity Services District Board of Dire	ectors,
14	during	g their meeting on			
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17	Steve	n Shaffer, Board President		Donovan Macfarlane, Secretary	
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REDWOOD CREEK WATERSHED VISION STATEMENT

PREFACE

Successful management of the Redwood Creek watershed requires a coordinated effort among the watershed's public and private landowners and resource managers. To develop this coordinated effort, public agencies* in the Redwood Creek watershed joined with the public to create a "watershed vision." The purpose of this vision is to provide a foundation for land managers, residents, and businesses to manage the watershed for its ecosystem function, local residents and visitors, educational opportunities, cultural and agricultural resources, recreation, and rural character.

This vision does not alter or override existing policies of the participating agencies. Rather, it will serve as **guidelines** to support future planning and projects in the watershed, ensuring that planning and projects within the scope of this vision strive to meet the common goals described

*Public Agencies in the Watershed Vision
California Department of Fish and Game
California Department of Parks and Recreation
Marin Municipal Water District
Marin County
Muir Beach Community Services District
National Park Service

herein. While the management focus is likely to change over time as we learn more about the watershed, its resources, and the effects of management actions, this vision is intended to provide a broad, durable foundation for future planning, decision-making, and cooperative management that will persist over the coming years.

THE WATERSHED

The Redwood Creek watershed extends from the peaks of Mt. Tamalpais, Marin County's tallest mountain, to the Pacific Ocean and is nestled in one of the nation's most densely populated regions. The watershed encompasses an area of less than nine square miles, yet its harbors an incredibly diverse ecosystem and rich assemblages of plant and animal species. Within this small watershed are found grasslands, coastal chaparral, mixed hardwood forests, old-growth redwood forest, seasonal wetlands, and riparian woodlands that extend in an unbroken mosaic from the mountain's ridge tops to the sea. This watershed is also home to some of the west coast's most imperiled species, such as coho salmon (Oncorhynchus kisutch), steelhead (O. mykiss), northern spotted owl (Strix occidentalis caurina), California red-legged frog (Rana aurora draytonii), and rare plants that occur only on patches of serpentine soils such as those found in the upper watershed.

In addition to its local and regional importance, the watershed is part of one of 25 global biodiversity "hot spots" recognized by The Nature Conservancy and targeted by the global conservation community as key to preserving the world's ecosystems¹. Hot spots are areas that are both at the greatest risk and shelter the largest concentrations of species found nowhere else on the planet. Collectively, the 25 hot spots cover about 1.4 percent of the planet's surface, yet they harbor more than a third of the known species of vascular

¹ Stein, B.A., L.S. Kutner, and J.S. Adams, eds. 2000. Precious Heritage: The Status of Biodiversity in the United States. Oxford: Oxford University Press.

plants, mammals, birds, reptiles, and amphibians on earth. Only five of these hot spots occur in the continental United States. The watershed is also within the Golden Gate Biosphere Reserve, one of 411 reserves designated by the United Nations Educational, Scientific, and Cultural Organization's (UNESCO) Man and the Biosphere Program to provide a global network representing the world's major ecosystem types.

In addition to its importance as a natural resource, the Redwood Creek watershed is an area rich in human history. For several thousand years before European colonization of the Bay Area, native people who today call themselves the Coast Miwok lived in the watershed and throughout the region. In fact, the name "Mt. Tamalpais" is a Spanish derivation of the Coast Miwok language meaning "west hill" or "coast hill." After European colonization, Mt. Tamalpais and the primeval redwood forest of Muir Woods attracted hikers, scientists, conservationists, and many other visitors. By the turn of the century, the work of numerous local conservation groups to protect the mountain from urban development helped give rise to the American environmental conservation movement. One of the first steps in the watershed's protection was William Kent's donation of Muir Woods to the federal government in 1908. Since that initial gift, almost the entire remainder of the watershed has been either donated to or purchased by public agencies and private stewards, which has allowed its protection from urban development and sprawl.

The majority (95 percent) of the watershed is publicly owned and is managed as parkland. These areas are popular destinations for Bay Area residents and visitors. Each year, more than a million people visit the watershed to be among its old-growth redwoods, experience its scenic beauty, hike or ride its extensive trail network, and visit its historical and cultural treasures. Three private communities also reside in the watershed – the communities of Muir Beach, Muir Woods Park, and Green Gulch Farm (a part of the San Francisco Zen Center). These communities contribute to the watershed and rely on it for clean water and the quality of life that it offers.

Even though most of the land in the watershed is protected in public ownership, its resources and the public's ability to enjoy them remain vulnerable to factors both within and outside of the watershed. Some key issues in the watershed include: overcrowding in the parks, traffic congestion on roads throughout the watershed and in the surrounding region, diversion of water from Redwood Creek and its tributaries for residential and agricultural uses, invasion by non-native plant and animal species that displace and prey on native species, increased fuel loading and alteration of native plant communities due to fire suppression, and flooding of local roads.

THE VISION

Stated simply, the vision is that "the Redwood Creek watershed exists as an intact natural ecosystem that offers opportunities for people to learn about, experience, and protect a rich blend of nature, rural character, and cultural history in an urbanized area." This vision is stated as a set of Guiding Principles for managing the watershed and Desired Future Conditions for the watershed's natural and cultural

resources, resident and visitor communities, and local infrastructure, facilities, and emergency services.

These Desired Future Conditions state **what** resource character should be like in the future, but do not prescribe **how** to attain these conditions. Determining how best to meet these conditions and where they should apply in the watershed will be accomplished in future planning either on a watershed-wide basis or for individual projects or jurisdictions within the watershed.

Guiding Principles

- 1. Land management agencies, local communities, and the public work together to build support for and implement the watershed vision.
- 2. The watershed is managed as a model of the interdependency of all resources and beings, acknowledging the presence and activities of people historically and currently.
- 3. The natural beauty and rustic character of the landscape is maintained.
- 4. Sustainable land management and resource use practices are used to ensure natural and cultural resources protection, resident quality of life, and quality of visitor experience.
- 5. An adaptive, scientifically based approach provides the foundation for informed resource decision-making and management of the watershed's resources, and scientific research in the watershed is encouraged and supported.
- 6. Education is provided as a foundation for future watershed protection and stewardship.
- 7. Opportunities for human and cultural experiences and interaction with the natural environment are fostered.
- 8. People are active stewards of the watershed, and land management agencies provide an example for and promote stewardship of the watershed's resources by watershed residents and visitors.

Desired Future Conditions: Natural Resources

- 1. The watershed is managed as an intact, continuous, and linked system from the ridge tops to the ocean, with all parts contributing to the health of the whole.
- 2. Ecosystem management in the watershed is founded on the restoration and protection of natural processes and disturbance regimes, such as fire and flooding.
- 3. Native plant communities are healthy and comprise a mosaic of diverse cover types, including native grasslands, chaparral, riparian woodland, hardwood and redwood forests, and wetlands.
- 4. Restoration and protection of a full range of natural geomorphic and hydraulic functions (such as sediment transport, channel migration, and recruitment of large wood) in Redwood Creek from its headwaters to the Pacific Ocean support complex instream and floodplain structure that, in tum, supports a diverse community of native aquatic and riparian-dependent species.
- 5. Aquatic ecosystem health is not impaired by water diversion or water quality degradation.

- 6. Invasion by and the adverse effects of non-native plant and animal species on the ecosystem are reduced or reversed, and imperiled habitats are restored.
- 7. Special status and locally rare plant and animal species are protected and, where appropriate, their populations are expanded.
- 8. Human-caused erosion on watershed lands does not impact fish and aquatic habitat.
- 9. Native wildlife populations are viable and diverse, and key habitats and habitat linkages (i.e., corridors) are protected and restored.
- 10. Potential negative impacts of surrounding land uses are minimized.

Desired Future Conditions: Cultural Resources

- 1. Residents and visitors are connected to the human history of the Redwood Creek watershed its heritage as the ancestral homeland of the Coast Miwok, its role in agriculture in western Marin County, and its place in the history of recreation and the environmental conservation movement through the preservation and interpretation of historically significant properties embodying this history.
- 2. Archaeological sites in the watershed are identified, preserved, and interpreted.
- 3. The Coast Miwok heritage in the watershed is maintained and enhanced through cooperation with the Federated Indians of the Graton Rancheria, the tribe descending from the Coast Miwok inhabitants of the watershed.
- 4. The public agency landowners in the watershed work cooperatively to identify, preserve, and interpret archaeological sites, artifacts, structures, and cultural landscapes of historic significance on public lands in the watershed.
- 5. Historically significant structures are preserved, rehabilitated, and re-used, where opportunity allows and as appropriate.

Desired Future Conditions: Resident Community

- 1. Resident communities are an integral part of the watershed and have minimal impacts on the natural environment.
- 2. Local residents are active stewards of the watershed and implement sustainable resource practices in their communities.
- 3. Watershed visitor traffic, parking, and recreation have minimal impacts on local communities.
- 4. Domestic water supply needs are met while minimizing impacts to natural resources.
- 5. Sustainable agriculture minimizes impacts on natural resources and provides visible connections to food production and our agricultural history.

Desired Future Conditions: Visitor Experience

- 1. Visitor experiences that are unique to this watershed are encouraged.
- 2. The watershed provides a range of visitor experiences from wild to structured and from solitary to shared
- 3. Access to the watershed and recreational opportunities are provided for a range of trail users through a well-designed, comprehensive trail system.
- 4. Visitor uses and use levels are compatible with protection of natural and cultural resources of the watershed and visitor enjoyment.

- 5. Public education about watersheds, watershed management, and resource sustainability is provided through a range of programs both within and outside of the watershed.
- 6. Visitors to the watershed are active stewards of watershed resources as volunteers, educators, students, land managers, and citizen experts.
- 7. People visit the watershed in a manner that minimizes traffic congestion and its related negative impacts to communities and watershed resources.
- 8. Visitor use rules and regulations for each land management agency in the watershed are made readily available and understandable for park visitors.
- 9. Visitor services are adequate to support visitor experience but are kept minimal to protect the natural and cultural resources and rural character of the watershed.

Desired Future Conditions: Infrastructure, Facilities, and Emergency Services

- 1. Water use throughout the watershed is monitored, and its effects on the watershed's creeks and aquatic resources are understood.
- 2. Infrastructure and its maintenance are appropriate to the anticipated use and public safety, while minimizing impacts on natural and cultural resources.
- 3. Infrastructure management is coordinated among responsible agencies, businesses, utilities, and residents.
- 4. Emergency services are provided throughout the watershed.

REDWOOD CREEK WATERSHED VISION FEBRUARY 2003

The following signatures represent agencies that contributed to and support the Redwood Creek Watershed Vision as presented in this document. These agencies endorse the Guiding Principles and Desired Future Conditions stated herein and are committed continued cooperation among these agencies in striving to implement this watershed vision.

Pam Nicolai Marin Municipal Water District

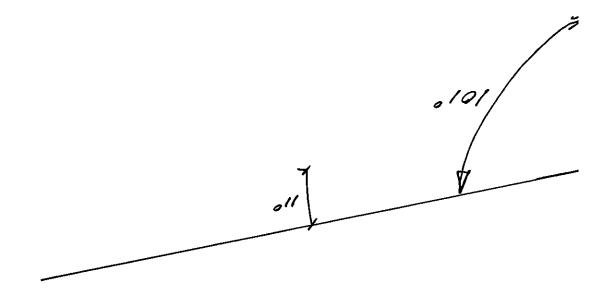
Ken Leigh California Department of Parks and Recreation

Donovan Macfarlane Muir Beach Community Services District

Mai-Liis Bartling National Park Service

Steve Kinsey Marin County Board of Supervisors

Rob Floerke California Department of Fish and Game



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TABLE OF CONTENTS FOR THE BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING ON WEDNESDAY, MARCH 26, 2003 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.

Alwan i dung work. Will have brochung for the public . Bis Lapon -Apr 3, 2003 - 1st draft from disign consuth. Brochers -Warter on beat segor inclusion Mia - probet oakme, public halth. seasond - staff recommended closing some weart posted nature and general public. Distand

AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES District Board OF DIRECTORS' REGULAR MEETING ON WEDNESDAY, March 26, 2003 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. Lati

- I. Open the public meeting: President Shaffer will call the public meeting to order.
- II. Review and consideration of the March 26, 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". Lught, Many as
- 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 February 1 through February 28, 2003. Many, Lught.
- V. Fire Department, Emergency Disaster Committee: Chief Sward will offer a report on the Department's activities since the last Board meeting. Later for the form of the North form of the North
- 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: There are several administrative matters requiring Board attention:
 - 1. Independent County Audit: On Friday, March 21, 2003 Dana Procter informed me that the County has not quite completed their audit, and that she could not be certain that it would be ready for presentation for tonight's meeting. She assured me that it will be ready for the April meeting and requested our patience.
 - 2. Continued audits: I am still in the process of compiling a list of prospective accounting firms for our future audits. While the County does not recommend specific firms, they will furnish a lost of firms that they know have worked with special districts in Marin County.

Roads and Easements: It is anticipated that Director Hills will give a report to the Board about his inspection meeting with residents Leslie Riehl and Karla Andersdatter concerning the removal or modification of a speed bump in the vicinity of 30 Sunset Way. There are no additional pressing road and easement considerations.

C. WATER OPERATIONS:

- 1. Coliform tests taken during February were free of bacteria.
- 2. Gross water billing for the 01/23/02 through 02/23/03 billing period was \$3,747.28 including \$78.97 in late payment penalties and \$3.47 in interest charges. The monthly consumption surcharge for this period totaled \$940.27

The table below tabulates the water production for the period January 23, 2002 to February 23, 2003. 801,200 gallons Total volume of water measured through the master meter = 25,845 gallons Average daily pumping rate Highest pumping day was on 2/11/03 and volume pumped = 51,100 gallons Lowest pumping day was on 2/03/03 and volume pumped = 19,100 gallons 652,064 gallons Total volume billed through service meters = 148,996 gallons Gross unaccounted for water loss = 25,000 gallons Estimated un-metered maintenance use¹ 65,000 gallons Estimated leak repair losses¹ 58,,996 gallons Net unaccounted for water loss (7.36%) 77 gallons Average daily customer consumption per meter = \$23.97 Average service billing =

Maintenance use and leak losses estimated from tank level differentials.

- D. Water rates: The draft Ordinance, 2003-01-01, as revised during the February meeting has been forwarded to the County Counsel for approval of the general format and content. Once the counsel's approval is received, a "Notice of Public Hearing" will be mailed to all District consumers, posted on the District bulletin Boards, and advertised in a local newspaper (Board's selection). The public hearing, as considered previously by the Board, will be scheduled to coincide with a regular Board meeting.
- E. Water Rights: I am still waiting for responses from various committee members to coordinate possible meeting dates from the members open dates.
- F. Capital Improvements: DCV Consultants was notified of the Board's request for estimated costs for preparing the plans and specification for bid solicitation. I have had several conversations with Aaron Newman and he is still collecting cost information from various possible suppliers. At this time, I am not certain that this information will be ready in time for this Board meeting.
- G. Recreation: Additional copies of community center deck roof plans have been received from Tony Moore and I have contacted three interested contractors (in addition to Tony Moore). The bidding process did not permit time for consideration during tonight's meeting, and the bid date is tentatively scheduled for next month's Board meeting, with the exact datetol be set during tonight's meeting. The request for proposals stipulates that all construction must be completed prior to October 1, 2003.

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

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Atem, 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 February 26, 2003

IX. Next meeting date: April 23, 2003 is the forth Wednesday and April 30, 2003 is the fifth Wednesday. in the month of April.

ADJOURNMENT OR CONTINUATION 8:47

Map for multing

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 02/01/03 THROUGH 02/28/03

1 (000 t Ph. 00 Ph. 4 (4 t p. 00	USE			
VENDER NAME	CODE	DESCRIPTION DITAL IMPROVEMENT EXPENSES	FUND	AMOUNT
ABC Consultants, Inc.	2117	PITAL IMPROVEMENT EXPENSES Administrative fees paid this month		
DCV	2713	Well site consultation	В	\$175.00
Consultants		TOTAL WATER CAPITAL IMPROVMENT EXP	B ENSES -	\$660.00 \$835.00
Consultants		TOTAL WATER CAPITAL IMPROVIMENT EXP	EN9E9 =	\$835.00
,	ADMINISTRATI	ON EXPENSES, DIVISION CODE 9236		
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	600.00
ABC Consultants, Inc.	2479	Travel allowance paid for last month	В	135.24
AT&T	2534	415-388-7804 toll charges Dec & Jan	В	22.96
Office Max	2133	Misc. office supplies	Р	28.16
At& T	2534	707-643-7015 toll charges Dec & Jan	В	40.00
USPO	2130	Stamps for mailing	Р	22.20
Home Depot	2121	Lumber for bulletin boards	Р	33.54
Pacific Bell	2534	415-388-7804 & 7808 paid this month	В	84.08
Pacific Bell	2534	707-643-1143 paid this month	В	18.64
Cingular	2534	Cell phone paid this month	В	
		TOTAL G&A EXP	ENSES =	\$984.82
ABC Consultants, inc.	2117	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month	В	225.00
Pacific Bell	4827	Fire station phone paid this month	<u>В</u>	225,00 62.32
Facilic Dell	4021	Fire station priorite paid this month	<u> </u>	02.32
	<u>I</u>	TOTAL FIDE CVD	ENISES -	\$207.22
	I	TOTAL FIRE EXP	ENSES =	\$287. 32
	RECREATION		ENSES =	\$287. 32
ABC Consultants, Inc.	RECREATION 2117	N EXPENSES, DIVISION CODE 9239		
ABC Consultants, Inc. Sutton Freebaim-Smith		N EXPENSES, DIVISION CODE 9239 Administrative fees paid this month	В	500.00
	2117	Administrative fees paid this month Maint, manager wages paid this month	<u>В</u>	500.00 26.91
Sutton Freebaim-Smith	2117 1028	Administrative fees paid this month Maint. manager wages paid this month Extra Hire wages paid this month	B C C	500.00 26.91 148.01
Sutton Freebaim-Smith Salvador Gonzales	2117 1028 1073	Administrative fees paid this month Maint, manager wages paid this month Extra Hire wages paid this month	B C C B	500.00 26.91 148.01 126.00
Sutton Freebaim-Smith Salvador Gonzales Emiko Wang	2117 1028 1073 2041TC	Administrative fees paid this month Maint, manager wages paid this month Extra Hire wages paid this month Tai Chi instruction December & January	B C C	500.00 26.91 148.01 126.00 154.67
Sutton Freebaim-Smith Salvador Gonzales Emiko Wang State Fund	2117 1028 1073 2041TC 1701	Administrative fees paid this month Maint. manager wages paid this month Extra Hire wages paid this month Tai Chi instruction December & January Worker's Compenstion Insurance Community Centerpay phone paid this month	B C C B B	500.00 26.91 148.01 126.00 154.67 53.00
Sutton Freebaim-Smith Salvador Gonzales Emiko Wang State Fund Pacific Bell	2117 1028 1073 2041TC 1701 2534	Administrative fees paid this month Maint, manager wages paid this month Extra Hire wages paid this month Tai Chi instruction December & January Worker's Compenstion Insurance	B C C B B	500.00 26.91 148.01 126.00 154.67 53.00 54.68
Sutton Freebaim-Smith Salvador Gonzales Emiko Wang State Fund Pacific Bell Pacific Gas & Electric	2117 1028 1073 2041TC 1701 2534 2535	Administrative fees paid this month Maint, manager wages paid this month Extra Hire wages paid this month Tai Chi instruction December & January Worker's Compenstion Insurance Community Centerpay phone paid this month Community Center electric paid this month Janitorial wages paid this month	B C C B B B	500.00 26.91 148.01 126.00 154.67 53.00 54.68 310.04
Sutton Freebaim-Smith Salvador Gonzales Emiko Wang State Fund Pacific Bell Pacific Gas & Electric Juana Gonzales	2117 1028 1073 2041TC 1701 2534 2535 1077	Administrative fees paid this month Maint. manager wages paid this month Extra Hire wages paid this month Tai Chi instruction December & January Worker's Compenstion Insurance Community Centerpay phone paid this month Community Center electric paid this month Janitorial wages paid this month Bistro wages paid this month	B C C B B B C C	500.00 26.91 148.01 126.00 154.67 53.00 54.68 310.04
Sutton Freebaim-Smith Salvador Gonzales Emiko Wang State Fund Pacific Bell Pacific Gas & Electric Juana Gonzales Lonna Richmond	2117 1028 1073 2041TC 1701 2534 2535 1077 2041BI	Administrative fees paid this month Maint. manager wages paid this month Extra Hire wages paid this month Tai Chi instruction December & January Worker's Compenstion Insurance Community Centerpay phone paid this month Community Center electric paid this month Janitorial wages paid this month Bistro wages paid this month Bistro pastries purchased this month	B C C B B B	500.00 26.91 148.01 126.00 154.67 53.00 54.68 310.04 290.66
Sutton Freebaim-Smith Salvador Gonzales Emiko Wang State Fund Pacific Bell Pacific Gas & Electric Juana Gonzales Lonna Richmond Nancy Knox	2117 1028 1073 2041TC 1701 2534 2535 1077 2041BI 2041BI	Administrative fees paid this month Maint. manager wages paid this month Extra Hire wages paid this month Tai Chi instruction December & January Worker's Compenstion Insurance Community Centerpay phone paid this month Community Center electric paid this month Janitorial wages paid this month Bistro wages paid this month	B C C B B B C C	500.00 26.91 148.01 126.00 154.67 53.00 54.68 310.04 290.66 17.50
Sutton Freebaim-Smith Salvador Gonzales Emiko Wang State Fund Pacific Bell Pacific Gas & Electric Juana Gonzales Lonna Richmond Nancy Knox Bell's market	2117 1028 1073 2041TC 1701 2534 2535 1077 2041BI 2041BI 2041BI	Administrative fees paid this month Maint. manager wages paid this month Extra Hire wages paid this month Tai Chi instruction December & January Worker's Compenstion Insurance Community Centerpay phone paid this month Community Center electric paid this month Janitorial wages paid this month Bistro wages paid this month Bistro pastries purchased this month Misc. Bistro supplies purchased this month	B C C B B B C C	500.00 26.91 148.01 126.00 154.67 53.00 54.68 310.04 290.66 17.50
Sutton Freebaim-Smith Salvador Gonzales Emiko Wang State Fund Pacific Bell Pacific Gas & Electric Juana Gonzales Lonna Richmond Nancy Knox Bell's market	2117 1028 1073 2041TC 1701 2534 2535 1077 2041BI 2041BI 2041BI	Administrative fees paid this month Maint. manager wages paid this month Extra Hire wages paid this month Tai Chi instruction December & January Worker's Compenstion Insurance Community Centerpay phone paid this month Community Center electric paid this month Janitorial wages paid this month Bistro wages paid this month Bistro pastries purchased this month Misc. Bistro supplies purchased this month TOTAL RECREATION EXP	B C C B B B C C C P P ENSES =	500.00 26.91 148.01 126.00 154.67 53.00 54.68 310.04 290.66 17.50 2.00 \$1,683.47
Sutton Freebaim-Smith Salvador Gonzales Emiko Wang State Fund Pacific Bell Pacific Gas & Electric Juana Gonzales Lonna Richmond Nancy Knox Bell's market RO ABC Consultants, Inc.	2117 1028 1073 2041TC 1701 2534 2535 1077 2041BI 2041BI 2041BI	Administrative fees paid this month Maint. manager wages paid this month Extra Hire wages paid this month Tai Chi instruction December & January Worker's Compenstion Insurance Community Centerpay phone paid this month Community Center electric paid this month Janitorial wages paid this month Bistro wages paid this month Bistro pastries purchased this month Misc. Bistro supplies purchased this month TOTAL RECREATION EXP	B C C B B B C C C P P ENSES =	500.00 26.91 148.01 126.00 154.67 53.00 54.68 310.04 290.66 17.50 2.00 \$1,683.47
Sutton Freebaim-Smith Salvador Gonzales Emiko Wang State Fund Pacific Bell Pacific Gas & Electric Juana Gonzales Lonna Richmond Nancy Knox Bell's market	2117 1028 1073 2041TC 1701 2534 2535 1077 2041BI 2041BI 2041BI	Administrative fees paid this month Maint. manager wages paid this month Extra Hire wages paid this month Tai Chi instruction December & January Worker's Compenstion Insurance Community Centerpay phone paid this month Community Center electric paid this month Janitorial wages paid this month Bistro wages paid this month Bistro pastries purchased this month Misc. Bistro supplies purchased this month TOTAL RECREATION EXP	B C C B B B C C C P P ENSES =	500.00 26.91 148.01 126.00 154.67 53.00 54.68 310.04 290.66 17.50

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 02/01/03 THROUGH 02/28/03

WATER DIVISION EXPENSES,	DIVISION CODE 9238
--------------------------	---------------------------

0 = 0				
Sutton Freebairn-Smith	1028	Maint, manager wages paid this month	C	1,937.70
Sutton Freebairn-Smith	2479	Travel allowance paid this month	В	
Kinko's	2133	Blank invoice forms for billing	P	28.35
Public Storage	2121	File storage	В	59.00
			<u> </u>	
Kinko's	2049	Misc. printing for board meeting	P	51.28
Home Depot	2077	Misc. small repair items	В	204.90
Herb's Pool Service	2115	Chlorine supplies	В	35.39
State Fund	1701	Worker's Compenstion Insurance	В	972.50
Marin Cell U Phone	2534	Monthly fee for pager	В	9.95
Dept. of Health and Human Services	2115	Coliform tests in January	В	30.00
P. E. R. S.	1506	Shaffer insurance	В	296.59
Salvador Gonzales	1073	Extra Hire wages paid this month	С	134.57
Jose Alcala	1073	Extra Hire wages paid this month	С	38.75
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	В	477.53
Pacific Bell	2534	Upper tank phone relay paid this month	В	31.46
ABC Consultants, Inc.	2117	Clerical fees paid this month	В	950.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	800.00
USPO	2130	Postage	Р	55.50
		POSIT TRUST FUND TRANSACTIONS	 -	
Carlos Esquil	9255R	Partial rental deposit refund TOTAL CHECKS ISSUED FROM TRUS	В	160.00 \$160.00
TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$835 B = Paid thru Saiomon depository TOTAL GENERAL FUND EXPENSES = 9,676 C = Paid thru County depositories TOTAL CHECKS ISSUED FROM TRUST FUNDS = 160				
C = Paid thru County depositories		TOTAL GENERAL FUND EX TOTAL CHECKS ISSUED FROM TRUS	PENSES = T FUNDS =	\$835.00 9,676.73 160.00 \$10,671.73
C = Paid thru County depositories P = Paid thru Petty Cash Funds The above bills were approved for payr the day of	ment by the	TOTAL GENERAL FUND EX TOTAL CHECKS ISSUED FROM TRUS TOTAL OF ALL CHECKS Muir Beach Community Services District Boa 2003.	PENSES = T FUNDS = S ISSUED =	9,676.73 160.00 \$10,671.73
C = Paid thru County depositories P = Paid thru Petty Cash Funds The above bills were approved for payr the day of	ment by the	TOTAL GENERAL FUND EX TOTAL CHECKS ISSUED FROM TRUS TOTAL OF ALL CHECKS Muir Beach Community Services District Boa 2003. COMMUNITY SERVICES DISTRICT	PENSES = T FUNDS = S ISSUED = Trd of Directors	9,676.73 160.00 \$10,671.73

12:12 AM 03/23/03 _Accrual Basis

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

July 2002 through February 2003

	Jul '02 - Feb 03
Income	
Administrative Income	25,483
Firesafe Marin Grant Income	2,877
Recreational Activities Income	6,298
Water Capital Improvements Inco	48,058
Water Operations Income	37,152
Total Income	119,868
Expense	
A1702, Unemployment Insurance	34
Administrative Expenses	9,605
Fire Operational Expenses	3,275
Firesafe Marin Grant Expenses	1,033
Recreational Expenses	14,243
Roads & Easements Expenses	4,928
Water Capital Improve'ts Exp.	33,770
Water Operating Expenses	66,652
Total Expense	133,540
Net Income	-13,673

12:11 AM 03/23/03 Accrual Basis

Muir Beach Community Services District 2001-2002 Balance Sheet

As of February 28, 2003

	Feb 28, 03
ASSETS Current Assets Checking/Savings	
Fund 428, County General Fund Fund 429, County Investment Fun	29,014
Capital Improvements General Investments	201,998 68,684
Total Fund 429, County Investment Fun	270,682
Petty Cash Fund Salomon Smith Barney Fire Station Reserve	-349 12,41 9
General Funds	23,116
Rental deposit trust Shaffer CalPers Trust	3,250 -592
Water Security Deposit Trust	-392 6,100
Total Salomon Smith Barney	44,293
Total Checking/Savings	343,640
Accounts Receivable Receivables	7,160
Total Accounts Receivable	7,160
Total Current Assets	350,799
Fixed Assets A4048, Office Equipment	537
Total Fixed Assets	537
TOTAL ASSETS	351,336
LIABILITIES & EQUITY Liabilities Current Liabilities Other Current Liabilities	
1506CPSh Shaffer CalPers Trust	196
R9255R, Refundable deposits W9025RD, Security deposits	3,340 6,300
Total Other Current Liabilities	9,836
Total Current Liabilities	9,836
Total Liabilities	9,836
Equity	
Retained Earnings Net income	355,173 -13,673
Total Equity	341,500
TOTAL LIABILITIES & EQUITY	351,336

12:12 AM 03/23/03 Accrual Basis

Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES

February 2003

	Feb 03
Income Administrative income A9001, General Tax income	699
Total Administrative income	699
Recreational Activities income R9255, CC Rental income R9811, Rec. Programs income. R9811BI, Bistro Income R9811CP, Child's Prog. Income R9811TC, Tai Chi Income	100 91 6 158
Total R9811, Rec. Programs Income.	255
Total Recreational Activities Income	355
Water Capital Improvements Inco H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	825 45
Total H9031, Water Surcharge Income	870
Total Water Capital Improvements Inco	870
Water Operations income W9025, Water Service Income W9025int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	4 74 3,277
Total W9025, Water Service Income	3,355
Total Water Operations Income	3,355
Total Income	5,279
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consuiting Admin. Fees A2130, Mailing & Shipping Exp. A2133, Office Supplies A2479, Travel Expenses A2534, Telephone/Communications	34 600 22 28 135 166
Total Administrative Expenses	985
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	225 62
Totai Fire Operational Expenses	287
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FiCA R1701, Work Comp Insurance R2041, Rec. Program Expenses R2041BI, Bistro Expenses R2041TC, Tai Chi Expenses	25 426 55 155 290 126
Total R2041, Rec. Program Expenses	416
R2117, Administrative Expenses R2534, Pay Telephone Expense R2535, Energy Expenses	500 53 55
Total Recreational Expenses	1,683
Roads & Easements Expenses E1028, Maint. Mgr. wages	

12:12 AM 03/23/03 Accrual Basis

Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES

February 2003

	Feb 03
E1073, Extra Hire Wages	100
E1404, FICA	8
E2117, Administrative Fees	500
Total Roads & Easements Expenses	608
Water Capital Improve'ts Exp. H2117, Administrative Fees H2713, Project improvements H2713CP, System improvements	1 7 5
Total H2713, Project Improvements	660
Total Water Capital Improve'ts Exp.	835
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPSh	1,800 161 150 297
Total W1506, Medical benefits	297
W1701, Work. Comp.Insurance W2077, Routine Repairs	9 7 3 205
W2115, Chemicals 1 Testing	65
W2117, Adminsitrative Fees	1,750
W2121, Miscellaneous Expenses	59
W2133, Office Supplies	135
W2534, Telephone Relay Expense	41
W2535, Electrical Service	478
Total Water Operating Expenses	6,113
Total Expense	10,512
Net Income	-5,233

12:13 AM 03/23/03 **Accrual Basis**

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

	Jul '02 - Feb 03	Budget	\$ Over Budget	% of Budget	
Income Administrative Income A9001, General Tax Income A9203, Interest earned A9772, Copier Income Administrative Income - Other	25,465 3 15	43 ,800 1,600	-18,335 -1,600	58%	
Total Administrative Income	25,483	45,400	-19,917		56%
Fire Operations Income F9377, West Marin Funds F9763, Fire Assoc. Donations		8,300 5,100	-8,300 -5,100		
Total Fire Operations Income		13,400	-13,400		
Firesafe Marin Grant Income Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811CD, Com. Din. Income R9811CP, Child's Prog. Income R9811TC, Tai Chi Income	2,877 4,650 850 191 608	7,000 1,400 2,000 230 1,120	-2,350 -550 -2,000 -39 -513	66% 61% 83% 54%	
Total R9811, Rec. Programs Income.	1,648	4,750	-3,102	35%	
R9834, Res. Handbook Income		150	-150		
Total Recreational Activities Income	6,298	11,900	-5,602		53%
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	34,518 8, 3 11 645	55,875 13,000	-21,358 -4,689	62% 64%	
Total H9031, Water Surcharge Income	8,956	13,000	-4,044	69%	
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest	3,435 1,149	4,000	-565	86%	
Total H9377, Interest Earnings	4,584	4,000	584	115%	
Total Water Capital Improvements Inco	48,058	72,875	-24,817		66%
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	27 580 33,370	70,000	-36,630	48%	
Total W9025, Water Service Income	33,977	70,000	-36,023	49%	

12:13 AM 03/23/03 **Accrual Basis**

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

	Jul '02 - Feb 03	Budget	\$ Over Budget	% of Budget	
W9772, Miscellaneous Income Water Operations Income - Other	3,150 25				_
Total Water Operations Income	37 ,152	70,000	-32,848	53%	6
Total Income	119,868	213,575	-93,707	56%	6
Expense					
A1702, Unemployment Insurance Administrative Expenses	34				
A2049, Conf., Mtgs. & Dues	586	400	186	147%	
A2117, Consulting Admin. Fees	4,800	7,200	-2,400	67%	
A2121, Miscellaneous Expenses	280	300	-20	93%	
A2129. Gen. Election expenses	22	455	-455 050	00/	
A2130, Mailing & Shipping Exp. A2133, Office Supplies	22 84	275 450	-253 -366	8%	
A2133, Office Supplies A2137, Copier Maint. Expenses	188	450 150	-აიი 38	19% 125%	
A2352, County Fees	491	8,000	-7,510	6%	
A2479, Travel Expenses	1,359	2,200	-841	62%	
A2534, Telephone/Communications	1,581	2,600	-1,019	61%	
A2713, Legal fees	214	2,000	-1,786	11%	
Total Administrative Expenses	9,605	24,030	-14,425	40%	6
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	1,800 1,475	2,700 8,500	-900 -7,025	67% 17%	
Total Fire Operational Expenses	3,275	11,200	-7,925	29%	6
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 chipper payroll	1,033	25,000	-23,967	4%	
Total F2077-Chipper grant program	1,033	25,000	-23,967	4%	
Total Firesafe Marin Grant Expenses	1,033	25,000	-23,967	4%	6
Recreational Expenses					
R1028, Maint. Mgr. Wages	110	2,250	-2,140	5%	
R1073, Janitorial wages	2,533	2,700	-167	94%	
R1404, FICA	323	379	-56	85%	
R1701, Work Comp Insurance	580	718	-138	81%	
R2041, Rec. Program Expenses	4.000	0.400			
R2041BI, Bistro Expenses	1,883	2,100	-217	90%	
R2041CD, Com. Dinner Expenses		600 200	-600		
R2041CP, Child's Program Exp. R2041TC, Tai Chi Expenses	558	1,400	-200 -842	40%	
•					
Total R2041, Rec. Program Expenses	2,441	4,300	-1,859	57%	
R2077, Routine Repairs		5,000	-5,000		

12:13 AM 03/23/03 Accrual Basis

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

	Jul '02 - Feb 03	Budget	\$ Over Budget	% of Budget	
R2097, CC Ground Maintenance R2117, Administrative Expenses R2119, Publications	4,000	250 6,000 500	-250 -2,000 -500	67%	
R2121, Miscellaneous Expenses R2133, Office Supplies & Stamps	100	100 100	-100	100%	
R2259, Refuse Removal R2366, Building Supplies R2534, Pay Telephone Expense	358 75 431	500 350 760	-142 -275 -329	72% 21% 57%	
R2535, Energy Expenses R2535E, Electrical Expenses R2535G, Butane Gas Expenses R2535, Energy Expenses - Other	118 674	1,000 250	-1,000 -132	47%	
Total R2535, Energy Expenses	793	1,250	-457	63%	
R4048, Building Improvements	2,500	7,000	-4,500	36%	
Total Recreational Expenses	14,243	3 2,157	-17,914		44%
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E1701, Work's. Comp. Insurance E2077, Road & Easement Repairs E2117, Administrative Fees	150 713 66 4,000	5,500 4,000 727 1,210 15,000 6,500	-5,350 -3,288 -661 -1,210 -15,000 -2,500	3% 18% 9 % 62%	
Total Roads & Easements Expenses	4,928	32,937	-28,009		15%
Water Capital Improve'ts Exp. H2049 Meeting & Hearing expense H2117, Administrative Fees H2352, County fees H2713, Project Improvements H2713CP, System Improvements	3 1,400 240 -12,127	400 2,100 324 60,000	-397 -700 -84 -72,127	1% 67% 74%	
Total H2713, Project Improvements	-12,127	60,000	-72,127	-20%	
H4169UT, Priority Improvements H4169NW, New Well H4169VR, Valve Replacement	10,462 33,792	40,000 16,000	-29,538 17,792	26% 211%	
Total H4169UT, Priority Improvements	44,254	56,000	-11,746	79%	
Total Water Capital Improve'ts Exp.	33,770	118,824	-85,054		28%
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPSh	10,060 2,024 2,018 242	20,625 3,000 1,810	-10,565 -976 208	49% 67% 111%	

12:13 AM 03/23/03 **Accrual Basis**

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

	Jul '02 - Feb 03	Budget	\$ Over Budget	% of Budget
W1506, Medical benefits - Other	2,004			
Total W1506, Medical benefits	2,246			
W1701, Work. Comp.Insurance	4,085	3,000	1,085	136%
W2049, Conferences & Training	215	400	-185	54%
W2058, Annual Permit Fee	1,889	1,883	6	100%
W2077, Routine Repairs	5,711	5,000	711	114%
W2115, Chemicals I Testing	594	5,000	-4,406	12%
W2117, Adminsitrative Fees	14,000	21,000	-7,000	67%
W2121, Miscellaneous Expenses	511	1,000	-489	51%
W2130, Postage & Shipping	467	1,500	-1,034	31%
W2133, Office Supplies	1,242	1,000	242	124%
W2325, Contract Services	15,954	5,000	10,954	319%
W2479, Travel allowance	700	1,500	-800	47%
W2534, Telephone Relay Expense	334	600	-266	56%
W2535, Electrical Service	4,603	7,000	-2,397	66%
Total Water Operating Expenses	66,652	79,318	-12,666	84%
Total Expense	133,540	323,466	-189,926	41%
Net Income	-13,673	-109,891	96,218	12%

OFFICIAL MINUTES OF THE

MUIR BEACH COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

HELD ON WEDNESDAY, FEBRUARY 26, 2003

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Directors present:

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

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I. Call to order: President Shaffer opened the meeting at 7:17 pm.

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II. Review and consideration of the February 26, 2003 Agenda. There was a brief discussion of

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the Agenda, with a request to consider the "Garden Club" presentation from Item VI-H to follow

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Item IV. With this change, Director Hills moved to approve the Agenda as otherwise submitted;

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seconded by Director Rudnick, ayes all.

meeting.

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III.

National Park Service: Ranger Jennifer Vic offered an update on the ongoing activities of the

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Park Service and reported that they are monitoring the effects of the stream enhancements

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accomplished this past summer and Pacific Way flooding. The general consensus by residents is

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that the depth and duration of the flooding has been substantially decreased. There was

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discussion of the Board's acknowledging the "Redwood Creek Watershed Vision Statement",

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including a brief report from Director Rudnick. Following the report and discussion, it was

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decided that all Board members should join in signing support for the document.

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IV.

Bills to be paid: There was a brief discussion of the Bills to be Paid Report and the G. M.

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explained that the \$15,954.24 billing for water system repairs by Ghiolotti Construction was the

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portion of the total billing applicable to general operations. Director Ostroff moved to approve

the report as submitted including a total of \$24,085.02 in general fund expenditures and \$1,681.90 in water capital improvement expenditures for a total of \$25,766.92 in warrants issued, seconded by Director Hills; ayes all.

- Muir Beach Garden Club: Representatives from the Garden Club explained that, following the Board's previous approval to improve the community center landscaping, that they have commenced removing the non desirable invasive plants in the front area of the property and that they will begin replanting with drought efficient plants suitable to the area. The entire project is being funded with Garden Club funds and their volunteer labor. Following the presentation, the Board complemented the "Club" and its volunteers for their efforts.
- VI. Fire Department, emergency disaster committee: Chief Sward reported that the new fire truck #670 is now ready for service. The G. M. said he would get insurance coverage after receiving the registration information. This was followed by a brief discussion of the West Marin funds, which have not been received. Chief Sward said the funds are now being allocated in two year increments and that the funds should be received in the near future.
- VII. General Manager's Report: There was brief discussion of the fiscal report, followed by the following:
 - A. County Independent audit: The G. M. reported that the County's independent audit has not been completed, but that his most recent contact with Dana Procter indicated that Victor is working on the final stage and it should be ready for next month's meeting, He then noted that the county will no longer do these audits and that it will be necessary for the District to retain an independent auditor. The G. M. will solicit proposals from acceptable auditing firms. Director Hills offered to assist in this, as he has several auditing contacts.

B. Roads and Easements: Director Hills reported that he discussed the possible purchase of easement rights with the property owners, for relief of the District "Sunset to Ahab" pedestrian way encroachment onto private property. However, the owners have indicated that they are not currently interested in this. A discussion followed, and the G. M. was instructed to consult with the county attorney to determine if the District has a prescriptive right due to length of the uninterrupted use of the existing trail or via some other public right.

This was followed by a discussion of a request to remove or modify a speed bump on Sunset Way in the vicinity of #30 Sunset Way. Resident Leslie Riehl reported that this bump caused excessive noise when crossed by large delivery vehicles. Resident Karla Andersdatter then stipulated that she would object to the removal of any of the speed bumps. Following additional disucssion, it was agreed that Director Hills would meet with Mrs Riehl and Ms Andersdatter to inspect the subject speed bump to see if a reasonable solution can be reached.

- C. Water operations: There was a brief discussion of ongoing operations. It was noted that another leak had been repaired, and an additional water service installed. Operations in general are improving and unaccounted for water losses have returned to normal levels.
- D. Water Conservation Enforcement: The County attorney is still reviewing the District's proposed Water Conservation Enforcement Ordinance, and has suggested that following her final review of the wording that the enforcement procedure be adopted by resolution versus Ordinance, so as to accomplish future changes in the base rate for improved conservation.
- E. Water rates: Director Ostroff presented the Board with a modification of his previous

rate analysis and suggested that the slightly modified rate schedule was more effective in uniformly distributing the needed rate increase. Following considerable discussion, a consensus was reached and Director Ostroff *moved* to amend Ordinance 2003-01-01 to incorporate the modified rate schedule. Following the necessary modifications in the Ordinance, the G. M. will submit it to county counsel for review and instructions for the proper advertisement and public hearing requirements prior to adoption.

- Water Capital Improvements: Following a general discussion on the recommended well site improvements submitted by DCV Consultants, the G. M. noted that plans and specifications are needed for requesting bids to do the work. Normally the preparation plans and specifications will cost approximately 10% of the construction costs which are currently estimated to be approximately \$150,000. Following more discussion, Director Hills *moved* to have the G. M. consult with DCV Consultants to have this work prepared, for a cost not to exceed \$14,000, seconded by Director Rudnick, ayes all.
- G. Recreation: The G. M. explained that he had not completed his solicitation of proposals for construction of the community center deck roof. He will obtain additional plans and try to schedule the bid submissions for the next meeting. Kathy Sward requested that the G. M. include Tony Moore in requests for construction bids.
- VIII. Public Open Time: Under new business there was a lengthy discussion of the tree removal

 (Monterey Pines) in the park area opposite the community center. Following the discussion, the
 Board developed a consensus to modify the standing Board policy to have objectionable trees
 removed (Monterey Pines and Eucalyptus) if there is no cost to the District, by G. M. approval.

 In the future, if trees are to be removed, or there is other possibility of controversy
 (except in case of immediate risk to the general welfare), the G. M. will refer the matter to the

1	Board for their consideration, prior to authorizing tree removal.
2	IX. Next meeting date: Following a brief discussion the next meeting date was confirmed for
3	Wednesday, April 23, 2002. there is also a 5th Wednesday, on April 30.
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5	The meeting was adjourned at 9:15 P.M.
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7	These minutes were approved by the Muir Beach Community Services District Board of
8	Directors, during their meeting on
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13	Peter Rudnick, Board President Donovan Macfarlane, Secretary
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AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY, APRIL 23, 2003 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.

- Open the public meeting: President Shaffer will call the public meeting to order. 2.14 I.
- II. Review and consideration of the April 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".
- 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. Jen Vic. May 10 inhore from day the will have brief withhing.

 Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the March 1 through March 31, 2003. Many, July, all. III.
- IV.
- Fire Department, Emergency Disaster Committee: Chief Sward will offer a report on the Department's activities since the last Board meeting. BEG saffle truth soul will the grath of works, V.
- General Manager's Report: The General Manager's written report follows, and the G. M. will be VI. 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.
 - **Administration:** The following is a summary of ongoing administrative matters:
 - 1. Independent County Audit: The completion of the independent County audit has been delayed by a request for some additional information for the use of F. E. M. A. Funds in the years immediately following the audit period. As this requires my going through files in storage, my recent illness has delayed forwarding the information to the auditor's office. The information will be forwarded during the week beginning April 20, 2003. The auditor assures me that this will complete the audit in time for the next Board meeting.
 - 2. Communications: While the District information phone 388-7808 is not being overwhelmed, it has experienced an increase in the number of contacts. The general information is updated at the beginning of each month, and then modified as necessary to give alerts to unforseen conditions.

Roads and Easements: The items discussed below require the Board's review and action:

Mitigation of pedestrian way encroachment at the southerly end of the Ahab Drive to Sunset Way pedestrian trail. The property owner, Bethany Villere has requested that the existing encroachment be removed and relocated within the District's right

of way.

M. B. C. S. D. 2002-2003\Agendas\03-04-23

Length 'I got w/larg - our ison - haid down the mobile long and this was the proper time to do it.

2. Pedestrian access and landscaping encroachment in the northerly area of the District Park Area in the Seacape Subdivision. We have received a formal written complaint concerning the blocking of the pedestrian way and the excessive landscaping encroachment, and several phone calls supporting this complaint.

3. Fence blocking passage of the access from Seacape Drive to the Muir Beach Overlook, via the District's Park area. the above reference written complaint also requests action concerning the fence that is perceived as blocking this possible trail.

Revocation of Resolution 2002-12-11-01 and introduction of Resolution 2003-04-23-01 to replace the vacated resolution. This is the resolution establishing maintenance and landscaping provisions applicable to the District Park Area in the Seacape Subdivision. Copies of these resolutions are attached. While the adoption of the Resolution is less complicated than an Ordinance and becomes effective upon adoption (versus an Ordinance becoming effective 30 days after adoption), a public hearing is still required. The public hearing may be scheduled in combination with other public hearings and/or regular Board meetings. The initial Reading of the Title of the Resolution should be done during the current Board meeting. A majority of the Board is required for approval of a resolution.

WATER OPERATIONS:

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

2. Gross water billing for the 02/23/02 through 03/23/03 billing period was \$3,512.08 including \$76.37 in late payment penalties and \$1.78 in interest charges. The monthly consumption surcharge for this period totaled \$889.19.

The table below tabulates the water production for the period February 23, 2002 to March 23, 2003. Total volume of water measured through the master meter = 718,070 gallons Average daily pumping rate 25,645 gallons Highest pumping day volume pumped = 39,800 gallons Lowest pumping day volume pumped = 14,400 gallons Total volume billed through service meters = 606,336 gallons Gross unaccounted for water loss = 111,734 gallons Estimated un-metered maintenance use¹ 25,000 gallons Estimated leak repair losses¹ 15,000 gallons Net unaccounted for water loss (9.99%) 71,734 gallons Average daily customer consumption per meter = 72 gallons Average service billing = \$22.94

¹ Maintenance use and leak losses estimated from tank level differentials.

Water rates: The draft Ordinance, 2003-01-01, as revised during the February meeting has been approved by the County Counsel for general format and content, with minor changes (corrected copy attached). The counsel recommends that the Board reintroduce the Ordinance and read the Title of the Ordinance during the meeting. Following the reading the Board should:

Set the date for a public hearing (at least five days after the first reading) which may coincide with a regular board meeting and,

- 2. Select a desired communication method for informing the residents. The essential procedure is to agendize and post the agenda at least 72 hours prior to time of the Public Hearing. However, it is generally accepted that a mailing of a copy of the proposed Ordinance is forwarded to all water customers as well as posting the proposed Ordinance on the District bulletin boards.
- 3. Hold the Public Hearing and following the public hearing the Board will vote on whether to adopt the Ordinance. At least two thirds of the Board of Directors must vote in favor for the Ordinance to be adopted.
- 4. Following the Board's approval, the Ordinance must be published within fifteen days after its passage, with the names of those Board members voting for, against, abstaining and/or absent.

Water Conservation Enforcement: The County Counsel required substantial revisions and additions to Resolution 2002-12-11-01 establishing the water conservation enforcement procedures. The revised Resolution is attached for the Board's consideration. While the adoption of the Resolution is less complicated than an Ordinance and becomes effective upon adoption (versus an Ordinance becoming effective 30 days after adoption), a public hearing is still required. The public hearing may be scheduled in combination with other public hearings and/or regular Board meetings. The initial Reading of the Title of the Resolution should be done during the current Board meeting. A majority of the Board is required for approval of a resolution. Del The is my if it complete and water months.

- F. Water Rights: The possible dates for the next T. A. C. meeting have been forwarded to the committee members and a meeting will be scheduled when I have received their response.
- G. Capital Improvements: DCV Consultants was notified of the Board's request for estimated costs for preparing the plans and specification for bid solicitation. The civil engineer has inspected the site and is in the process of developing his recommendations. I have had several conversations with Aaron Newman and he is still collecting cost information from various possible suppliers.
- H. Recreation: Copies of the proposed community center deck roof plans and construction proposal forms were mailed to four (4) construction companies (including designer Tony Moore) that had previously indicated an interest in submitting construction proposals. One of the mailings was recently returned as no forwarding address. As of this date no sealed proposals have been received. However, the deadline for submission is by 7:00 pm Wednesday, April 23, 2003. The sealed proposals received should be opened during the Board meeting for the Board's consideration and possible awarding of a contract. The Board may delay awarding for further consideration or cancel the process as deemed necessary.

 Total Contract

 **To

M. B. C. S. D. 2002-2003\Agendas\03-04-23

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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.

Uris - Bellobeach, website 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 March 26, 2003 Dellar

IX. Next meeting date: May 28, 2003 is the fourth Wednesday in the month of May.

ADJOURNMENT OR CONTINUATION 815

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

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
		PITAL IMPROVEMENT EXPENSES		
Delta Environmental Laboratories	2115	Water Quality test for new well	В	\$3,430.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	175.00
DCV Consultants	2713	New well specifications, well site work	В	1,101.80
Ghilotti Construction	4169	Install new services on Seacape Drive	В	6,894.15
ADM		TOTAL WATER CAPITAL IMPROVMENT EXP ON EXPENSES, DIVISION CODE 9236		\$11,600.9
Kinko's		Board packet copies	Р	\$24.48
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	600.00
Costco	2121	Annual membership for maint, mgr.	P	35.00
Salomon Smith Barney	2121	Returned check fee	В	15.00
Office Max	2133	Window envelopes, liquid paper, etc.	Р	43.44
ABC Consultants, Inc.	2479	Travel allowance paid for last month	В	138.69
AT&T	2534	415-388-7804 toll calls paid this month	В	19.59
AT&T	2534	707-643-1143 toll cals paid this month	В	24.57
Cingular	2534	Cell phone paid this month	В	129.83
Pacific Bell	2534	707-643-1143 paid this month	В	18.9
Pacific Bell	2534	415-388-7804 & 388-7808 paid this month	B	101.23
Marin County	2713	Legal fees	_ c	55.00
		TOTAL G&A EXP	ENSES =	\$1,205.80
Ft ABC Consultants, Inc.	RE DIVISIO 2117	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month	В	. ,
		N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month Fire station phone paid this month	B B	\$225.00 63.27
ABC Consultants, Inc. Pacific Bell	2117 4827	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month	B B	\$225.00 63.27
ABC Consultants, Inc. Pacific Bell	2117 4827	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month Fire station phone paid this month TOTAL FIRE EXP N EXPENSES, DIVISION CODE 9239	B B	\$225.00 63.27 \$288.2 7
ABC Consultants, Inc. Pacific Bell R	2117 4827 ECREATION	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month Fire station phone paid this month TOTAL FIRE EXP N EXPENSES, DIVISION CODE 9239 Maint, manager wages paid this month	B B ENSES =	\$225.00 63.27 \$288.27
ABC Consultants, Inc. Pacific Bell R Sutton Freebairn-Smith Salvador Gonzales	2117 4827 ECREATION 1028 1073	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month Fire station phone paid this month TOTAL FIRE EXP N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month	B B ENSES =	\$225.00 63.27 \$288.2 7 \$134.56
ABC Consultants, Inc. Pacific Bell R Sutton Freebairn-Smith Salvador Gonzales Juana Gonzales	2117 4827 ECREATION 1028 1073 1077	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month Fire station phone paid this month TOTAL FIRE EXP N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month	B B ENSES =	\$225.00 63.27 \$288.2 7 \$134.56 80.74
ABC Consultants, Inc. Pacific Bell R Sutton Freebairn-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc.	2117 4827 ECREATION 1028 1073 1077 2117	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month Fire station phone paid this month TOTAL FIRE EXP N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitonal wages paid this month Administrative fees paid this month	B B ENSES =	\$225.00 63.2 \$288.2 \$134.50 80.7 310.0
ABC Consultants, Inc. Pacific Bell R Sutton Freebairn-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. Pacific Bell	2117 4827 ECREATION 1028 1073 1077 2117 2534	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month Fire station phone paid this month TOTAL FIRE EXP N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitonal wages paid this month Administrative fees paid this month Community Centerpay phone paid this month	B B ENSES =	\$225.00 63.2 \$288.2 \$134.50 80.7 310.0
ABC Consultants, Inc. Pacific Bell R Sutton Freebairn-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. Pacific Bell Pacific Gas & Electric	2117 4827 ECREATION 1028 1073 1077 2117 2534 2535	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month Fire station phone paid this month TOTAL FIRE EXP N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Administrative fees paid this month Community Centerpay phone paid this month Community Center electric paid this month	B B ENSES =	\$225.00 63.2 \$288.2 \$134.50 80.70 310.00 500.00
ABC Consultants, Inc. Pacific Bell R Sutton Freebairn-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. Pacific Bell Pacific Gas & Electric Lonna Richmond	2117 4827 1028 1073 1077 2117 2534 2535 2041BI	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month Fire station phone paid this month TOTAL FIRE EXP N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitonal wages paid this month Administrative fees paid this month Community Centerpay phone paid this month Community Center electric paid this month Bistro wages paid this month	B B ENSES =	\$225.00 63.2 \$288.2 \$134.50 80.70 310.00 500.00
ABC Consultants, Inc. Pacific Bell R Sutton Freebairn-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. Pacific Bell Pacific Gas & Electric Lonna Richmond Nancy Knox	2117 4827 1028 1073 1077 2117 2534 2535 2041BI 2041BI	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month Fire station phone paid this month TOTAL FIRE EXP N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Administrative fees paid this month Community Centerpay phone paid this month Community Center electric paid this month Bistro wages paid this month Bistro pastries purchased this month	B B ENSES =	\$225.00 63.2 \$288.2 \$134.56 80.74 310.04 500.00
ABC Consultants, Inc. Pacific Bell R Sutton Freebairn-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. Pacific Bell Pacific Gas & Electric Lonna Richmond Nancy Knox Whole Foods, Trader Joe's, Bell's	2117 4827 1028 1073 1077 2117 2534 2535 2041BI 2041BI 2041BI	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month Fire station phone paid this month TOTAL FIRE EXP N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Administrative fees paid this month Community Centerpay phone paid this month Community Center electric paid this month Bistro wages paid this month Bistro pastries purchased this month cream, jam for Bistro	B B C C P	\$225.00 63.2 \$288.2 \$134.56 80.74 310.04 500.00 96.86 22.50 8.59
ABC Consultants, Inc. Pacific Bell R Sutton Freebairn-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. Pacific Bell Pacific Gas & Electric Lonna Richmond Nancy Knox	2117 4827 1028 1073 1077 2117 2534 2535 2041BI 2041BI 2041BI	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month Fire station phone paid this month TOTAL FIRE EXP N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Administrative fees paid this month Community Centerpay phone paid this month Community Center electric paid this month Bistro wages paid this month Bistro pastries purchased this month cream, jam for Bistro Tai Chi instruction February	B B B C C P B B	\$225.00 63.27 \$288.27 \$134.56 80.74 310.04 500.00 96.88 22.50 8.59 72.00
ABC Consultants, Inc. Pacific Bell R Sutton Freebairn-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. Pacific Bell Pacific Gas & Electric Lonna Richmond Nancy Knox Whole Foods, Trader Joe's, Bell's Emiko Wang	2117 4827 1028 1073 1077 2117 2534 2535 2041Bi 2041Bi 2041Bi 2041TC	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month Fire station phone paid this month TOTAL FIRE EXP N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Administrative fees paid this month Community Centerpay phone paid this month Community Center electric paid this month Bistro wages paid this month Bistro wages paid this month Bistro pastries purchased this month cream, jam for Bistro Tai Chi instruction February TOTAL RECREATION EXP	B B ENSES =	\$225.00 63.27 \$288.27 \$134.56 80.74 310.04 500.00 96.89 22.50 8.59 72.00 \$1,225.32
ABC Consultants, Inc. Pacific Bell R Sutton Freebairn-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. Pacific Bell Pacific Gas & Electric Lonna Richmond Nancy Knox Whole Foods, Trader Joe's, Bell's Emiko Wang ROAE Sutton Freebaim-Smith	2117 4827 1028 1073 1077 2117 2534 2535 2041Bi 2041Bi 2041Bi 2041TC	Administrative fees paid this month Fire station phone paid this month TOTAL FIRE EXP N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Administrative fees paid this month Community Centerpay phone paid this month Community Center electric paid this month Bistro wages paid this month Bistro pastries purchased this month cream, jam for Bistro Tai Chi instruction February TOTAL RECREATION EXP MENT EXPENSES, DIVISION CODE 9237 Maint. manager wages paid this month	B B ENSES =	\$225.00 63.27 \$288.27 \$134.56 80.74 310.04 500.00 96.89 22.50 8.59 72.00 \$1,225.32
ABC Consultants, Inc. Pacific Bell R Sutton Freebairn-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. Pacific Bell Pacific Gas & Electric Lonna Richmond Nancy Knox Whole Foods, Trader Joe's, Bell's Emiko Wang ROAD Sutton Freebaim-Smith Salvador Gonzales	2117 4827 1028 1073 1077 2117 2534 2535 2041BI 2041BI 2041BI 2041TC	Administrative fees paid this month Fire station phone paid this month TOTAL FIRE EXP N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Administrative fees paid this month Community Centerpay phone paid this month Community Centerpay phone paid this month Bistro wages paid this month Bistro pastries purchased this month cream, jam for Bistro Tai Chi instruction February TOTAL RECREATION EXP MENT EXPENSES, DIVISION CODE 9237 Maint. manager wages paid this month Extra Hire wages paid this month	B B B ENSES =	\$225.00 63.27 \$288.27 \$134.56 80.74 310.04 500.00 96.89 22.50 8.59 72.00 \$1,225.32
ABC Consultants, Inc. Pacific Bell R Sutton Freebairn-Smith Salvador Gonzales Juana Gonzales ABC Consultants, Inc. Pacific Bell Pacific Gas & Electric Lonna Richmond Nancy Knox Whole Foods, Trader Joe's, Bell's Emiko Wang ROAE Sutton Freebaim-Smith	2117 4827 1028 1073 1077 2117 2534 2535 2041Bi 2041Bi 2041Bi 2041TC	Administrative fees paid this month Fire station phone paid this month TOTAL FIRE EXP N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Administrative fees paid this month Community Centerpay phone paid this month Community Center electric paid this month Bistro wages paid this month Bistro pastries purchased this month cream, jam for Bistro Tai Chi instruction February TOTAL RECREATION EXP MENT EXPENSES, DIVISION CODE 9237 Maint. manager wages paid this month	B B ENSES =	\$225.00 63.27 \$288.27 \$134.56 80.74 310.04 500.00 96.89 22.50 8.59 72.00

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

WATER DIVISION EXPENSES, DIVISION CODE 9238

Sutton Freebairn-Smith	1028	Maint, manager wages paid this month	С	\$2,287.57
Salvador Gonzales	1073	Extra Hire wages paid this month	С	40.37
Jackson's	2077	Weed wackeer maintenance	В	122.89
Ghilotti Construction	2077	Leak Repairs	C	2,463.83
Delta Environmental Laboratories	2115	Title 22, organic & inorganic well tests	В	3,000.00
Herb's Pool Service	2115	Chlorine supplies	В	35.39
ABC Consultants, Inc.	2117	Clerical fees paid this month	В	950.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	800.00
Public Storage	2121	Storage space March 03	В	59.00
USPO	2130	Postage	P	133.20
Kinko's	2133	Blank invoice forms	P	14,17
NEBS	2133	Voucher checks	В	100.84
Office depot	2133	Labels, tax forms, etc.	P	39.66
Sutton Freebaim-Smith	2479	Travel allowance JFebruary & March	В	200.00
Marin Cell U Phone	2534	Sutton's maintenance manager pager	В	9.95
Pacific Bell	2534	Upper tank phone relay paid this month	В	31.46
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	В	
		TOTAL MATER EV	DEMCEC -	\$40,200,22

TOTAL WATER EXPENSES = \$10,288.33

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

PERS	1506	Shaffer medical trust medical insurance	В	\$296.59
Jim Murray	9025R	Refund water security deposit	В	100.00
Jennifer Dye	9255R	Refund rental security deposit	В	500.00

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$896.59

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the ______ day of ______ 2003.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Steven Shaffer, President Donovan Macfarlane, Secretary

4:48 PM 04/18/03 Accrual Basis

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

July 2002 through March 2003

	Jul '02 - Mar 03
Income	 i
Administrative Income	36,628
Fire Operations Income	8,500
Firesafe Marin Grant Income	2,877
Recreational Activities Income	8,873
Water Capital Improvements Inco	49,654
Water Operations Income	43,510
Total Income	150,042
Expense	
A1702, Unemployment Insurance	34
Administrative Expenses	10,811
Fire Operational Expenses	3,564
Firesafe Marin Grant Expenses	1,033
Recreational Expenses	15,468
Roads & Easements Expenses	9,497
Water Capital Improve'ts Exp.	45,371
Water Operating Expenses	77,236
Total Expense	163,014
Net Income	

Muir Beach Community Services District 2001-2002 Balance Sheet

As of March 31, 2003

	Mar 31, 03
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund Fund 429, County Investment Fun	30,622
Capital Improvements	193,827
General Investments	78,460
Total Fund 429, County Investment Fun	272,288
Petty Cash Fund	-70
Salomon Smith Barney	
Fire Station Reserve	12,419
General Funds	17,08 3
Rental deposit trust	2,750
Shaffer CalPers Trust	-889
Water Security Deposit Trust	6,100
Total Salomon Smith Barney	37,463
Total Checking/Savings	340,3 03
Accounts Receivable	
Receivables	10,697
Total Accounts Receivable	10,697
Total Current Assets	351,000
Fixed Assets	
A4048, Office Equipment	537
Total Fixed Assets	537
TOTAL ASSETS	351,537
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1506CPSh Shaffer CalPers Trust	196
R9255R, Refundable deposits	2,740
W9025RD, Security deposits	6,400
Total Other Current Liabilities	9,336
Total Current Liabilities	9,336
Total Liabilities	9,336
Equity	
Retained Earnings	355,173
Net Income	-12,972
Total Equity	342,201
TOTAL LIABILITIES & EQUITY	351,537

Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES

March 2003

	Mar 03
Income Administrative Income	
A9001, General Tax Income	11,145
Total Administrative Income	11,145
Fire Operations Income F9377, West Marin Funds	8,500
Total Fire Operations Income	8,500
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811TC, Tai Chi Income	2,2 70 124 180
Total R9811, Rec. Programs Income.	304
R9834, Res. Handbook Income	1
Total Recreational Activities Income	2,575
Water Capital Improvements Inco H9031, Water Surcharge Income H9031, Consumption Surcharge	1,536
H9031, Water Surcharge Income - Other	60
Total H9031, Water Surcharge Income	1,596
Total Water Capital Improvements Inco	1,596
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	5 135 6,164
Total W9025, Water Service Income	6,303
Water Operations Income - Other	55
Total Water Operations Income	6,358
Total Income	30,174
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2121, Misceilaneous Expenses A2130, Mailing & Shipping Exp. A2133, Office Supplies A2479, Travel Expenses A2534, Telephone/Communications A2713, Legal fees	24 600 50 43 139 294 55
Total Administrative Expenses	1,206
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	225 63
Total Fire Operational Expenses	288
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R2041, Rec. Program Expenses R2041BI, Bistro Expenses R2041TC, Tai Chi Expenses	125 363 44 121 72
Total R2041, Rec. Program Expenses	193
R2117, Administrative Expenses	500

4:46 PM 04/18/03 Accrual Basis

Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES

March 2003

	Mar 03
R2534, Pay Telephone Expense	
Total Recreational Expenses	1,225
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E2077, Road & Easement Repairs E2117. Administrative Fees	75 213 22 3,759 500
Total Roads & Easements Expenses	4,568
Water Capital Improve'ts Exp. H2117, Administrative Fees H2713, Project Improvements H2713CP, System Improvements H2713, Project Improvements - Other	1 7 5 1,102 3,000
Total H2713, Project Improvements	4,102
H4169UT, Priority Improvements H4169VR, Valve Replacement H4169UT, Priority Improvements - Other	6,894 430
Total H4169UT, Priority improvements	7,324
Total Water Capital Improve'ts Exp.	11,601
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W2077, Routine Repairs W2115, Chemicals I Testing W2117, Adminsitrative Fees W2121, Miscellaneous Expenses W2130, Postage & Shipping W2133, Office Supplies W2479, Travel allowance W2534, Telephone Relay Expense	2,125 38 165 297 2,587 3,035 1,750 59 133 155 200 41
Total Water Operating Expenses	10,585
Total Expense	29,473
Net Income	

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

	Jul '02 - Mar 03	Budget	\$ Over Budget	% of Budget	
income Administrative Income A9001, General Tax Income A9203, interest earned A9772, Copier Income Administrative Income - Other	36,61 0 3 15	43,800 1,600	-7,190 -1,600	84%	
Total Administrative income	36,628	45,400	-8,772	81	1%
Fire Operations income F9377, West Marin Funds F9763, Fire Assoc. Donations	8,500	8,300 5,100	200 -5,100	102%	
Total Fire Operations Income	8,500	13,400	-4,900	63	3%
Firesafe Marin Grant Income Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811CD, Com. Din. Income R9811CP, Child's Prog. Income R9811TC, Tai Chi Income	2,877 6,920 9 74 1 91 7 88	7,000 1,400 2,000 230 1,120	-80 -426 -2,000 -39 -333	99% 70% 83% 70%	
Total R9811, Rec. Programs Income.	1,952	4,7 50	-2,798	41%	
R9834, Res. Handbook income	1	150	-149	1%	
Total Recreational Activities Income	8,873	11,900	-3,027	75	5%
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	34,518 9,847 7 05	55,8 7 5 13,000	-21, 3 58 -3,153	62% 7 6%	
Total H9031, Water Surcharge Income	10,552	13,000	-2,448	81%	
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. inv. Interest	3,43 5 1,149	4,000	-565	86%	
Total H9377, Interest Earnings	4,584	4,000	584	115%	
Total Water Capital improvements inco	49,654	72,875	-2 3, 221	68	8%
Water Operations income W9025, Water Service Income W9025Int., Overdue biil interst W9025LP, Late pay penalty W9025, Water Service Income - Other	3 2 715 3 9,534	70,000	-30,466	56%	
Total W9025, Water Service income	40,280	70,000	-29,720	58%	

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

Total Income		Jui '02 - Mar 03	Budget	\$ Over Budget	% of Budget	
Expense						
Expense	Total Water Operations Income	43,510	70,000	-26,490		62%
Á1702, Unemployment Insurance 34 Administrative Expenses 611 400 211 153% A2049, Conf., Migs. & Dues 611 400 211 153% A2177, Consulting Admin. Fees 5,400 7,200 1,800 75% A2121, Miscellaneous Expenses 300 300 30 110% A2129, Gen. Election expenses 30 300 30 110% A2130, Office Supplies 128 455 455 A2133, Office Supplies 128 450 322 26% A2137, Copier Maint. Expenses 188 150 38 122% A2352, County Fees 491 8,000 -7,510 6% A2354, Telephone/Communications 1,875 2,600 -725 72% A2334, Telephone/Communications 1,875 2,600 -725 72% Fire Operational Expenses 10,811 24,030 -13,219 45 Fire Operational Expenses 1,539 8,500 -675 75% F2277, Chip	Total Income	150,042	213,575	-63,533		70%
A2049, Conf., Migs. & Dues 611 400 211 153% A2117, Consulting Admin. Fees 5,400 7,200 -1,800 75% A2121, Miscellaneous Expenses 330 300 30 110% A2129, Gen. Election expenses 455 455 455 A2130, Difice Supplies 128 450 -322 28% A2137, Copier Maint. Expenses 188 150 38 125% A2352, County Fees 491 8,000 -7,510 6% A2437, Travel Expenses 1,498 2,200 -703 68% A2437, Travel Expenses 1,875 2,600 -725 72% A2713, Legal fees 2,09 2,000 -1,731 13% Total Administrative Expenses 1,811 24,030 -13,219 45° Fire Operational Expenses 1,539 8,500 -675 75% F217, Administrative Fees 2,025 2,700 -675 75% F217, Typiper grant program 1,033 25,000 -23,967 </td <td>A1702, Unemployment Insurance</td> <td>34</td> <td></td> <td></td> <td></td> <td></td>	A1702, Unemployment Insurance	34				
A2137, Copier Maint. Expenses 188 150 38 125% A2352, County Fees 491 8,000 7.7,510 6% A2479, Travel Expenses 1,489 2,200 7-03 68% A2479, Travel Expenses 1,489 2,200 7-725 72% A2534, Telephone/Communications 1,875 2,600 7-25 72% 72% A2713, Legal fees 269 2,000 -1,731 13% A2734, Legal fees 2,025 2,000 -1,731 33% A2734, Administrative Expenses 2,025 2,700 -675 75% 75% 74827, W. Marin Fund Expenses 1,539 8,500 -6,961 18% A2794, Administrative Fees 3,564 11,200 -7,636 32° Firesafe Marin Grant Expenses 3,564 11,200 -7,636 32° Firesafe Marin Grant Expenses 72077-Chipper grant program 1,033 25,000 -23,967 4% A2797-Chipper grant program 1,033 25,000 -23,967 4% A3997-Chipper grant program 1,033 25,000 -23,967 4% A3997-Ch	A2117, Consulting Admin. Fees A2121, Miscellaneous Expenses A2129. Gen. Election expenses A2130, Mailing & Shipping Exp.	5,400 330 22	7,200 300 455 275	-1,800 30 -455 -253	75% 110% 8%	
Fire Operational Expenses 2,025 2,700 -675 75% F4927, W. Marin Fund Expenses 1,539 8,500 -6,961 18% Total Fire Operational Expenses 3,564 11,200 -7,636 32° Firesafe Marin Grant Expenses 52077-Chipper grant program 1,033 25,000 -23,967 4% Total F2077-Chipper grant program 1,033 25,000 -23,967 4% Total F2077-Chipper grant program 1,033 25,000 -23,967 4% Total Firesafe Marin Grant Expenses 1,033 25,000 -23,967 4% Recreational Expenses 1,033 25,000 -23,967 4% Recreational Expenses 2,396 2,250 -2,015 10% R1028, Maint. Mgr. Wages 2,896 2,700 196 107% R1073, Janitorial wages 2,896 2,700 196 107% R1044, FICA 367 379 -12 97% R1701, Work Comp Insurance 580 718 -138 81% <tr< td=""><td>A2137, Copier Maint. Expenses A2352, County Fees A2479, Travel Expenses A2534, Telephone/Communications</td><td>188 491 1,498 1,875</td><td>150 8,000 2,200 2,600</td><td>38 -7,510 -703 -725</td><td>125% 6% 68% 72%</td><td></td></tr<>	A2137, Copier Maint. Expenses A2352, County Fees A2479, Travel Expenses A2534, Telephone/Communications	188 491 1,498 1,875	150 8,000 2,200 2,600	38 -7,510 -7 0 3 -72 5	125% 6% 68% 72%	
F2117, Administrative Fees 2,025 2,700 -675 75% F4827, W. Marin Fund Expenses 1,539 8,500 -6,961 18% Total Fire Operational Expenses 3,564 11,200 -7,636 325 Firesafe Marin Grant Expenses F2077-Chipper grant program 1,033 25,000 -23,967 4% Total F2077-Chipper grant program 1,033 25,000 -23,967 4% Total Firesafe Marin Grant Expenses 1,033 25,000 -23,967 4% Recreational Expenses 2,896 2,700 196 10% R1028, Maint. Mgr. Wages 2,896 2,700 196 107% R1404, FicA 367 379 -12 97% R1404, FicA 580 718 -138 81% R2041, Rec. Pr	Total Administrative Expenses	10,811	24,030	-13,219		45%
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 chipper payroll Total F2077-Chipper grant program 1,033 25,000 -23,967 4% Total F2077-Chipper grant program 1,033 25,000 -23,967 4% Total Firesafe Marin Grant Expenses Recreational Expenses R1028, Maint. Mgr. Wages 235 2,250 -2,015 10% R1073, Janitorial wages 2,896 2,700 196 107% R1404, FICA 367 379 -12 97% R1701, Work Comp Insurance 580 718 -138 81% R2041, Rec. Program Expenses R2041BI, Bistro Expenses R2041CD, Com. Dinner Expenses R2041CD, Com. Dinner Expenses R2041CP, Child's Program Exp. R2041TC, Tal Chi Expenses 600 -200 -200 -200 -21666 61%	F2117, Administrative Fees		•			
F2077-Chipper grant program F1073 chipper payroll 1,033 25,000 -23,967 4% Total F2077-Chipper grant program 1,033 25,000 -23,967 4% Total Firesafe Marin Grant Expenses Recreational Expenses 1,033 25,000 -23,967 4% Recreational Expenses 2,000 -23,967 4% Recreational Expenses 2,35 2,250 -2,015 10% R1073, Janitorial wages 2,896 2,700 196 107% R1404, FICA 367 379 -12 97% R1701, Work Comp Insurance 580 718 -138 81% R2041, Rec. Program Expenses 2,004 2,100 -96 95% R2041CD, Com. Dinner Expenses 600 -600 -600 R2041CP, Child's Program Exp. 200 -200 R2041TC, Tai Chi Expenses 630 1,400 -770 45% Total R2041, Rec. Program Expenses 2,634 4,300 -1,666 61%	Total Fire Operational Expenses	3,564	11,200	-7,636		32%
Total Firesafe Marin Grant Expenses 1,033 25,000 -23,967 45 Recreational Expenses 235 2,250 -2,015 10% R1028, Maint. Mgr. Wages 235 2,250 -2,015 10% R1073, Janitorial wages 2,896 2,700 196 107% R1404, FICA 367 379 -12 97% R1701, Work Comp Insurance 580 718 -138 81% R2041, Rec. Program Expenses 2,004 2,100 -96 95% R2041GD, Com. Dinner Expenses 600 -600 -600 R2041CP, Child's Program Exp. 200 -200 -200 R2041TC, Tai Chi Expenses 630 1,400 -770 45% Total R2041, Rec. Program Expenses 2,634 4,300 -1,666 61%	F2077-Chipper grant program	1,033	25,000	-23,967	4%	
Recreational Expenses R1028, Maint. Mgr. Wages 235 2,250 -2,015 10% R1073, Janitorial wages 2,896 2,700 196 107% R1404, FiCA 367 379 -12 97% R1701, Work Comp Insurance 580 718 -138 81% R2041, Rec. Program Expenses 2,004 2,100 -96 95% R2041BI, Bistro Expenses 2,004 2,100 -96 95% R2041CD, Com. Dinner Expenses 600 -600 -600 R2041CP, Child's Program Exp. 200 -200 -200 R2041TC, Tai Chi Expenses 630 1,400 -770 45% Totai R2041, Rec. Program Expenses 2,634 4,300 -1,666 61%	Total F2077-Chipper grant program	1,033	25,000	-23,967	4%	
R1028, Maint. Mgr. Wages 235 2,250 -2,015 10% R1073, Janitorial wages 2,896 2,700 196 107% R1404, FiCA 367 379 -12 97% R1701, Work Comp Insurance 580 718 -138 81% R2041, Rec. Program Expenses 2,004 2,100 -96 95% R2041CD, Com. Dinner Expenses 600 -600 -600 R2041CP, Chiid's Program Exp. 200 -200 -200 R2041TC, Tai Chi Expenses 630 1,400 -770 45% Totai R2041, Rec. Program Expenses 2,634 4,300 -1,666 61%	Total Firesafe Marin Grant Expenses	1,033	25,000	-23,967		4%
R2041BI, Bistro Expenses 2,004 2,100 -96 95% R2041CD, Com. Dinner Expenses 600 -600 R2041CP, Chiid's Program Exp. 200 -200 R2041TC, Tai Chi Expenses 630 1,400 -770 45% Totai R2041, Rec. Program Expenses 2,634 4,300 -1,666 61%	R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FiCA R1701, Work Comp Insurance	2,896 367	2,700 379	196 -12	107% 97%	
	R2041BI, Bistro Expenses R2041CD, Com. Dinner Expenses R2041CP, Child's Program Exp.		600 200	-600 -200	·	
P2077 Positing Paralles 5 000 5 000	Total R2041, Rec. Program Expenses	2,634	4,300	-1,666	61%	
RZUII, ROUGINE REPAIRS 5,000 -5,000	R2077, Routine Repairs		5,000	-5, 0 00		

4:48 PM 04/18/03 **Accrual Basis**

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

	Jul '02 - Mar 03	Budget	\$ Over Budget	% of Budget	_
R2097, CC Ground Maintenance R2117, Administrative Expenses R2119, Publications	4,500	250 6,000 500	-250 -1,500 -500	75%	
R2121, Miscellaneous Expenses R2133, Office Supplies & Stamps	100	100 100	-100	100%	
R2259, Refuse Removal R2366, Building Supplies R2534, Pay Telephone Expense R2535, Energy Expenses	358 75 431	500 350 7 6 0	-142 -275 -329	72% 21% 57%	
R2535E, Electrical Expenses R2535G, Butane Gas Expenses R2535, Energy Expenses - Other	118 674	1,000 250	-1,000 -132	47%	
Total R2535, Energy Expenses	793	1,250	-457	63%	
R4048, Building Improvements	2,500	7,000	-4,500	36%	
Total Recreational Expenses	15,468	32,157	-16,689	48%	%
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E1701, Work's. Comp. Insurance E2077, Road & Easement Repairs E2117, Administrative Fees	225 925 88 3,759 4,500	5,500 4,000 727 1,210 15,000 6,500	-5,275 -3,075 -639 -1,210 -11,241 -2,000	4% 23% 12% 25% 69%	
Total Roads & Easements Expenses	9,497	32,937	-23,440	29%	%
Water Capital Improve'ts Exp. H2049 Meeting & Hearing expense H2117, Administrative Fees H2352, County fees H2713, Project Improvements H2713CP, System Improvements H2713, Project improvements - Other	3 1,575 240 5,871 3,000	400 2,100 324 60,000	-397 -525 -84 -54,129	1% 75% 74% 10%	
Total H2713, Project Improvements	8,871	60,000	-51,129	15%	
H4169UT, Priority Improvements H4169NW, New Well H4169VR, Valve Repiacement H4169UT, Priority Improvements - Other	10,462 23,790 430	40,000 16,000	-29,538 7,790	26% 149%	
Total H4169UT, Priority Improvements	34,682	56,000	-21,318	62%	
Total Water Capital Improve'ts Exp.	45,371	118,824	-73,453	389	%
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA	12,185 2,061 2,183	20,625 3,000 1,810	-8,440 -939 373	59% 69% 121%	

4:48 PM 04/18/03 **Accrual Basis**

Muir Beach Communit Purvices District 2002-2003 Profit & Loss Budget vs. Actual July 2002 through March 2003

	Jui '02 - Mar 03	Budget	\$ Over Budget	% of Budget	
W1506, Medical benefits W1506CPSh W1506, Medical benefits - Other	242 2,301				
Totai W1506, Medicai benefits	2,543				
W1701, Work. Comp.insurance	4,085	3,000	1,085	136%	
W2049, Conferences & Training	215	400	-185	54%	
W2058, Annual Permit Fee	1,889	1,883	6	100%	
W2077, Routine Repairs	8,298	5,000	3,298	166%	
W2115, Chemicals i Testing	3,630	5,000	•	73%	
W2117, Adminsitrative Fees	15,750	21,000		75%	
W2121, Miscellaneous Expenses	570	1,000	-430	57%	
W2130, Postage & Shipping	600	1,500	-900	40%	
W2133, Office Supplies	1,396	1,000	396	140%	
W2325, Contract Services	15,954	5,000	10,954	319%	
W2479, Travel allowance	900	1,500	-600	60%	
W2534, Telephone Relay Expense	376	600	-224	63%	
W2535, Electrical Service	4,603	7,000	-2,397	66%	
Total Water Operating Expenses	77,236	79,318	-2,082	97%	
Total Expense	163,014	323,466	-160,452	50%	
Net income	-12,972	-109,891	96,919	12%	

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 If 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 the Marin County Master Plan as one of the many 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 the Board of Directors that 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 199-281-01, 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 owners whose property is adjacent to the subject Park Area, the right to maintain and/or 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 property lines for a distance of no more than 20 feet into the Park Area and lying between their property sidelines as projected 20 feet forward into the Park Area, 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 adjacent owners 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 adequate to preserve the life of the native ground cover. The existing 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 Park area, the regulations governing the landscaping shall:
 - a. A landscaping plan must be submitted to the district for review and approval prior to any work being performed. Prior to commencing work on the landscaping, the owner shall record the approved plan, along with a copy of this resolution as an attachment to the property title.
 - b. All plants and ground covers proposed by the plan must be classified as native to the area and drought resistant. Irrigation, through the use of domestic water supplied by the District, of the landscaped area during the drought season is prohibited.
 - c. All plants shall be limited to a height of no more than 4 feet above the existing ground level at the base of the plant.
 - d. None of the landscaping shall be permitted to block or otherwise 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 thirty (30) days notice to remove the debris. In the event the debris is not removed, the District will remove it and charge the owner for the cost of removal. Failure of the owner to pay the cost will result in the District placing a lien on the property.
 - f. The maintenance and/or landscaping shall be implemented and/or installed by the subject adjacent owner, at the owners expense with the owner indemnifying the District from any and all potential liability applicable to the maintenance an/or landscaping.
- 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 ninety (90) days granted 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 Wednesday, January 29, 2003.

Ayes: Hills, Ostroff, Rudnick and Shaffer		
Noes: none		
Absent/Abstain: Kamradt		
	Steven Shaffer, President of the Board	
Attest:		
Secretary for the Board		

RESOLUTION 2003-04-23-01,

A Resolution of the Board of Directors of the Muir Beach Community Services District Proposing Regulations for the Development and Maintenance If the District's Seacape Subdivision Park Area and the Pedestrian Trail Within the Park Area.

WHEREAS. the District owns the parcel of land designated "Park" on the Map of Seacape, recorded in Book 13 of Maps at Page 54, Marin County, California Records (also known as Assessors Parcel 199-281-01), extending from the Community Center to the intersection of Seacape Drive and Starbuck Drive (hereinafter "Park Area"), and

WHEREAS, the District has the responsibility to maintain the Park Area for the benefit of the District Residents, and

WHEREAS, the Park Area is designated in the Marin County Master Plan as one of the many 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 the Board of Directors that 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.

WHEREAS, it is the determination of the Board of Directors that the most equitable and least offensive location for the pedestrian trail is the central ten (10) feet of the Park Area.

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 Park Area described 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 extended Park Area located to the west of Seacape Drive and extending to the Muir Beach Overlook (also known as Assessors Parcel 199-162-09) is specifically excluded from this resolution.

<u>Section 2:</u> The individual property owners adjacent to the Park Area are given permission, subject to revocation, to maintain and provide landscaping to the area immediately adjacent to their properties within the Park Area in compliance to the following conditions:

1. The area permitted for resident maintenance and/or landscaping shall be the area adjacent to the residents property lines for a distance of no more than 20 feet into the Park Area and lying between their property sidelines as projected 20 feet forward into the Park Area, specifically leaving the center 10 feet of the Park Area for the public pedestrian trail and fire break, subject to the following variables:

- a. Where the ground slope is too steep to accommodate safe pedestrian access without the provision of stairs, the trail may vary back and forth within the central 30 feet of the Park area so as to provide a slope not exceeding 3 inches of fall per 12 inches of length (a 3/12 slope).
- b. In the event the ground slope does not permit safe pedestrian access, as provided in the above paragraph (a), the trail will be enhanced with stairs (conforming to District standards) situated within the center 10 feet of the Park.
- c. At the Southerly end of the Park, situated between Assessor's parcels 199-281-09, 199-281-10, 199-201-07 and 199-201-06 the location of the pedestrian trail shall remain in the location as it currently exists, including all existing stairs, steps and gravel paths.
- 2. The property corners of the subject adjacent owners 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 adequate to preserve the life of the native ground cover. The existing 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 Park area, the regulations governing the landscaping shall:
 - a. A landscaping plan must be submitted to the District for review and approval prior to any work being performed. Prior to commencing work on the landscaping, the owner shall record the approved plan, along with a copy of this resolution as an attachment to the property title.
 - b. All plants and ground covers proposed by the plan must be classified as native to the area and drought resistant. Irrigation, through the use of domestic water supplied by the District, of the landscaped area during the drought season is prohibited.
 - c. All plants shall be limited to a height of no more than 4 feet above the existing ground level at the base of the plant.
 - d. None of the landscaping shall be permitted to block or otherwise 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 thirty (30) days notice to remove the debris. In the event the debris is not removed, the District will remove it and charge the owner for the cost of removal. Failure of the owner to pay the cost will result in the District placing a lien on the property.
 - f. The maintenance and/or landscaping shall be implemented and/or installed by the subject adjacent owner, at the owners expense with the owner indemnifying the District from any and all potential liability applicable to the maintenance and/or landscaping.

Section 3: The accommodations described in this resolution are expressly permissive. Permission may be modified or revoked at any time. Any landscaping provided under the provisions of this resolution becomes the property of the District and may be altered or removed at any time by the District without compensation to any party.

Section 4: The adoption of this Resolution voids and replaces the previously adopted Resolution 2002-12-11-01 establishing regulations for the development and maintenance if the district's Seacape Subdivision park area and the pedestrian trail within the park area.

Section 4, Severability. If any section, subsection, sentence, clause, phrase, portion or part of this Resolution is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such section shall not affect the validity of the remaining portions of this ordinance. The Board of Directors hereby declares that it would have adopted this Resolution and each section, subsection, sentence, clause, phrase, portion or part thereof, irrespective of the fact that any one or more section, subsection, sentence, clause, phrase, portion or part be declared invalid or unconstitutional.

PASSED, APPROVED AND AN of the Muir Beach Community Services D	DOPTED at a regular meeting of the Board of Directors District on
Ayes:	
Noes:	
Absent/Abstain:	Steven Shaffer, President of the Board
Attest:	
Secretary for the Board	

ORDINANCE 2003-02-26-01

An ordinance by the Board of Directors of the Muir Beach Community Services District Increasing Water Rates

Whereas, California Constitution, Article X Section 2 provides "It is hereby declared that because of the conditions prevailing in this State the general welfare requires that the water resources of the State be put to beneficial use to the fullest extent of which there are capable, and that the waste or unreasonable use or unreasonable method of use of water be prevented, and that the conservation of such water is to be exercised with a view to the reasonable and beneficial use thereof in the interest of the people and for the public welfare." And

WHEREAS, the District's water rights permit requires a "Tiered rate structure", and

WHEREAS, the District' has not changed its water rate structure since the fall of 1992, while inflation and new requirements of the federal "Safe Drinking Water Act" have substantially increased the costs of general water operations, 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 rate policy that provides adequate funding for the operations and maintenance of the water system while fairly allocating the costs of operations and maintenance, as well as the capital benefit of having a reliable potable water supply available to the District's consumers.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the Muir Beach Community Services District as follows:

Section 1, Purpose: The purpose of this ordinance is to adopt a water rate structure in compliance with terms of the District's water right permit while adequately funding the cost of water operations and maintenance, and fairly distributing the cost among the District's water consumers.

Section 2, Tiered Water Rates. All water consumers, on metered water service, shall pay a monthly charge per the following tiered rate schedule for water service:

Tier	Rate*	
1	0 to 300 cubic feet (cf), a minimum charge of \$15.00	
2	301 to 600 cf, \$15.00 plus \$0.0475 per cf above 300 cf	
3	601 to 1,200 cf, \$29.25 plus \$0.0575 per cf above 600 cf	
4	1,201 to 2,000 cf, \$63.75 plus \$0.0675 per cf above 1,200 cf	
5	2,001 cf and above, \$104.25 plus \$0.0775 per cf above 2,000 cf.	

^{*} The above rates are subject to the 25% consumption surcharge reserved for capital improvements, in accord with District Ordinance 2001-07-25-1, Section 3, as approved by the voters during the general election of November 2001

Section 3, Severability. If any section, subsection, sentence, clause, phrase, portion or part of this ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such section shall not affect the validity of the remaining portions of this ordinance. The Board of Directors hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, portion or part thereof, irrespective of the fact that any one or more section, subsection, sentence, clause, phrase, portion or part be declared invalid or unconstitutional.

Section 4, Effective Date. This ordinance shall be effective on the date of its adoption.

Muir Beach Community Services District on	at a regular meeting of the Board of Directors of the
Ayes:	
Noes:	
Absent:	
Steven Shaffer, President of the Board	Donovan Macfarlane, Secretary

RESOLUTION 2002-12-11-01

A resolution 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 was issued a water rights permit by the California State Water Resources Control Board on or about 16 January 2001 (hereinafter "Water Rights Permit"), and

WHEREAS, the District's water rights permit requires the District to establish a Technical Advisory Committee (hereinafter" T. A. C. ") to assist in developing an Adoptive Management Plan that includes provisions for water conservation, and

WHEREAS, the District's water rights permit requires the District to establish a policy for enforcing water conservation during Drought Conditions, 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 the drought season.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Muir Beach Community Services District as follows:

Section 1: The purpose of this Resolution is to adopt a water conservation program as required by the District's water rights permit and in accordance with Water Code Section 375. Conservation is necessary to reduce the quantity of water used by the District consumers during Drought Conditions (as defined in the Board's Findings of Necessity below) for purposes of conserving the District's water and complying with the District's water rights permit.

Section 2: That during Drought Conditions, when the District must reduce its daily water production from an average maximum production of 45,000 gallons per day to no more than 35,000 gallons per day, it shall issue a Notice of Water Conservation to its customers.

Section 3: That no less 3 days after the issue of the Official Notice of Water Conservation, the District will record the meter readings of its customers.

Section 4: That the penalties, incentives and provisions as contained in Exhibit A, attached hereto and made a part of this resolution, shall be applied to the water billings occurring thereafter until the District issues a Notice That the Drought Conditions have ended. The Drought Conditions are considered as ending when sufficient rainfall occurs to increase the water flow in Redwood Creek adequately to eliminate the disconnected pond conditions.

Section 5: Findings of Necessity: The Board of Directors finds as follows:

a. Water is a finite and precious resource.

- b. The District's water supply is limited, by the terms of the water rights permit, to an average of 45,000 gallons per day during normal conditions and no more than 35,000 gallons per day during Drought Conditions.
- c. The Water Rights Permit provides that during Drought Conditions the District must reduce it's daily water production. Specifically, under the Water Rights Permit "Drought Conditions" are deemed to exist when conditions specified by T. A. C. recommendations are reached. The T. A. C. has specified that when the water flow in Redwood Creek declines to a point where disconnected ponds of water occur in Redwood Creek and the oxygen levels in the disconnected ponds decline to a level unable to sustain aquatic life, a Drought Condition exists. Once Drought Conditions exist, the District must reduce its water production as specified above and implement the water conservation enforcement procedures.
- d. Moreover, the Water Rights Permit requires the District to establish a policy for enforcing water conservation during Drought Conditions. The enforcement policy has been developed in cooperation with recommendations from the T. A. C. and includes the customer notification, meter readings, and the penalties provisions contained in Attachment "A".
- During Drought Conditions, residential customers will be assessed a penalty for e. using more than 2,000 cubic feet of water per month, as contained in the provisions of Attachment "A". The penalty conditions have been developed from a three (3) year historical analysis of consumer consumption, consumption per capita applicable to the District consumers, analysis of District population distribution, and analysis of voluntary consumer conservation efforts resulting from District conservation requests. The threshold level of 2,000 cubic feet per month (cfm) to active the excessive consumption penalties has been determined as the consumption adequate for the reasonable use for a family of six (6) persons or twice the average family size within the District. It has been determined that the elimination of residential consumption in excess of 2,000 cfm, combined with the cooperative consumption of the smaller family use and the commercial conservation requirements is adequate to reduce the overall District residential consumption to comply with the reduced production rates required by the water rights permit. The tiered penalty structure, which is tied to residential consumer's use of water, encourages water conservation and is reasonable.
- f. During Drought Conditions, commercial customers will be assessed a penalty for using more than 90% of the commercial's customer's average water usage for the previous billing periods ending in December, January and February prior to the issuance of the Notice of Water Conservation (rounded to the nearest 100 cubic feet). The threshold for commercial users is separate from the residential consumers due to the different commercial versus residential needs and has also been established from the historical use and voluntary conservation levels from the previous three (3) year period. Further, improvements in the water facilities have recently been installed by the commercial consumers. The tiered penalty structure, which is tied to commercial consumer's use of water, encourages water conservation and is reasonable.

D:\ M. B. C. S. D. 2002-03\ Resolutions: 2002-12-11-01

- California Constitution, Article X Section 2 provides "It is hereby declared that because of the conditions prevailing in this State the general welfare requires the water resources of the State to be put to beneficial use to the fullest extent of which they are capable, and that the waste or unreasonable use of or unreasonable method of use of water be prevented, and that the conservation of such water is to be exercised with a view to the reasonable and beneficial use thereof in the interest of the people and for the public welfare."
- h. The conservation program proposed by this resolution is consistent with Water Code Section 375 and furtherance of the conservation mandate contained in California Constitution Article X Section 2, as well as the conservation mandate contained in the District's Water Rights Permit.
- i. This conservation program is exercised with a view to the reasonable and beneficial use of water, a limited resource, and in the interest of the District consumers and the public welfare.

Section 6: If any section, subsection, sentence, clause, phrase, portion or part of this ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such section shall not affect the validity of the remaining portions of this ordinance. The Board of Directors hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, portion or part thereof, irrespective of the fact that any one or more section, subsection, sentence, clause, phrase, portion or part be declared invalid or unconstitutional.

Section 7: This resolution shall take effect immediately following passage by a majority vote of the Board of Directors Of the Muir Beach Community Services District, posting on the Community bulletin boards, and mailing to the District water customers.

Muir Beach Community Services District on	at a regular meeting of the Board of Directors of the
Ayes:	
Noes:	
Absent:	
Steven Shaffer, President of the Board	Donovan Macfarlane, Secretary

EXHIBIT A

Penalty for Residential Water Usage of More than 2,000¹ Cubic Feet per Month

Cubic feet of use	Penalty Charg Per 100 cubic feet	ge ² Total
2,000 to 2,100	\$100	\$100
2,101 to 2,200	\$400	\$500
2,201 to 2,300	\$500	\$1,000
2,301 to 2,400	\$100	\$1,100
2,401 and above	\$100 for each additional 100 cubic feet increment	

¹ Family Size: The penalty threshold (2,000 cubic feet per household) is provided for households having 1 to 6 occupants. If a household has more than 6 occupants, a proportional threshold adjustment for the additional occupants can be obtained by contacting the District General Manager.

In the event the 2,000 cubic feet threshold does not reduce the total District water consumption adequately to meet the required reduced water production, the District may change the threshold, by resolution and notice to its customers, as necessary.

² Reduced Initial Penalty: The penalty will be reduced by 50% the first time the penalty is incurred. However, if the penalty-level consumption continues unabated, the reduction will be cancelled and the full penalty amount reinstated for the prior and future billing periods.

Water Conservation for Commercial Customers

- 1. Commercial customers will not have an allowance for family size.
- 2. The penalty threshold for commercial customers will be set as: 90% of the commercial customer's average recorded water usage for the previous billing periods ending in December, January, and February prior to the issuance of the Notice of Water Conservation (rounded to the nearest 100 cubic feet). The penalty for failing to conserve, as required, will be in accord with the above Table for residential customers.

OFFICIAL MINUTES OF THE

MUIR BEACH COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

HELD ON WEDNESDAY, MARCH 26, 2003

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Directors present:

President Shaffer; Directors: Hills, and Ostroff. Director Rudnick arrived and joined the meeting approximately ten minutes after the meeting was called to order. Director Kamradt had previously informed President Shaffer that she would not be able to attend the meeting.

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I. Cal

Call to order: President Shaffer opened the meeting at 7:16 pm.

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II. Review and consideration of the Maarch 26, 2003 Agenda. There was a brief discussion of the Agenda, and Director Hills moved to approve the Agenda as submitted; seconded by Director Ostroff, ayes all.

National Park Service: Ranger Jennifer Vic offered an update on the ongoing activities of the Park Service and reported that they expect the design consultants first draft plan for Big Lagoon to be received by April 3, 2003. She noted that there will be several public meetings and that the Park Service will have brochures available for the public. Director Rudnick arrived during this time and offered a brief report on his attendance to the various meetings involving Big Lagoon and the Watershed area.

Ranger Mia Monroe then reported that the Park Service is considering staff recommendation to close some of the Park and Beach areas to protect the natural resources from excessive pedestrian traffic.

IV. Bills to be Paid Report: There was a brief review of the report and Director Ostroff moved to approve the report as submitted including \$835 in capital fund expenditures, \$9,676.73 in general fund

expenditures, and \$160 as a partial rental security deposit refund totaling \$10,671.73 in warrants issued,

seconded by Director Hills, ayes all.

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Fire Department, emergency disaster committee: Chief Sward reported that the new fire truck is now V. in service and that a possible sale of the older truck #660 is being negotiated. He also indicated that additional funds for the "chipper program" are in the approval process.

VI. General Manager's Report:

- Administration: The G. M. reported that the independent audit by Marin County has been A. delayed, but that Ms Procter indicated that it should be ready for the next meeting.
- В. Roads and easements: Director Hills reported that his scheduled meeting with Leslie Riehl and Karla Andersdatter, to consider modification of a speed bump on the easterly end of Sunset Way had not come about. As a result, he suggested that this matter no longer be an item for consideration and the Board concurred.
- C. Water operations: The G. M. reported that water operations were normal and noted that the leak repairs have returned the unaccounted for water losses to acceptable levels of less than 10%. He also noted that discussions with the County Attorney indicate that the legal format for the resolution on water conservation and ordinance for increasing water rates should be ready for the next Board meeting. Also, she will outline the formal procedure necessary for the public hearing and adopting the water rate ordinance.
- D. Water rights. As the conservation resolution has not been finally approved by counsel, the scheduling of the next T. A. C. meeting has been delayed.
- Water Capital Improvements: The G. M. reported that DCV Consultants is still working on the Ε. final draft of their recommendations and estimating the cost of having the improvements completed. In addition, he noted that the final flow tests on the new well have not been completed, as the abandoned well has not been sealed. When the sealing is completed, environmental health will authorize the completion of the new well. Director Hills indicated that he will contact Dennis McSweny of the State Park service to expedite the sealing of the abandoned well on their property.

1		r.	Recreation: The G. M. reported that requests for proposal to construct the community center deek
2			roof have been forwarded to four interested contractors, including designer/contractor Tony
3			Moore. The proposals are to be returned in time for opening during the next Board meeting, for
4			the Board's consideration and possible awarding of a contract.
5			
6	VII.	Publi	ic open time: Resident Peter Wood requested the Board's consideration of the possible removal of
7		Mont	terey pine trees on the community center property that are blocking his ocean view. The Board
8		reque	ested that the subject trees be flagged for their review and consideration.
9			
0	VIII.	Revi	ew of the draft minutes for the February 26, 2003 meeting. There were no changes suggested for
1		these	minutes and Director Rudnick moved to approve the minutes as written; seconded by Director
2		Ostro	off, ayes all.
3			
4	IX.	Next	meeting date: Following a brief discussion the next meeting date was confirmed for Wednesday,
5		April	23, 2003.
6	The m	eeting	was adjourned at 8:47 P.M.
7			
8		These	e minutes were approved by the Muir Beach Community Services District Board of Directors, during
9	their m	neeting	on
.0			
.1			
22			
23			
24	Steven	Shaff	er, Board President Donovan Macfarlane, Secretary
- 1			

TABLE OF CONTENTS FOR THE BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING AND TWO PUBLIC HEARINGS TO BE HELD ON WEDNESDAY, MAY 28, 2003 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 BOARD MEETING AND TWO PUBLIC HEARINGS ON WEDNESDAY, MAY 27, 2003 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.

Call the meeting to order: President Shaffer will call the general meeting to order: 19 13 I.

II. Review and consideration of the May 28, 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, Luft, all

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

- Temporarily close the general meeting and open the first Public Hearing to consider the adoption of Resolution 2002-12-11-01 establishing an enforcement policy for water conservation: President Shaffer will call the public hearing to order and announce the following rules for conducting the hearing:
 - Public input: Public input may be either by verbal presentation during the meeting or by Α. written comment. Written comment must be submitted to the Board of Directors via the General Manager's office, prior to 5 pm on Tuesday, May 20, 2003.
 - В. To offer comment, a speaker should raise their hand to be acknowledged by the Board President. Once acknowledged, the speaker will stand, clearly announce their name and place of residence for the record. Following the proper recording of their name and residence, the speaker may proceed with their comments.
 - C. Verbal comment may be limited to no more than five (5) minutes per person and repetitious comment may be limited to a brief statement of support for a previous speaker's comments.
 - D. In order to assure reasonable hearing of each speaker's comments, unacknowledged speakers and comments causing distraction are discouraged.
 - E. Board's decision: Following the public input, the Board of Directors may adopt, reject adoption, or defer the Resolution for future consideration. In the event the written communications are too extensive for the Board to take adequate time for their consideration, the adoption or rejection of the Resolution will be deferred for no less than five (5) days to allow the Directors to review the written communications. Delication with part all
- V. Close the first Public Hearing: President Shaffer will announce the closing of the second Public Hearing and: 20:12
- VI. Open the second Public Hearing to consider the adoption of Ordinance 2003-02-26-01 proposing an increase in the district water rates. President Shaffer will call the public hearing to order. The rules for conducting the Public Hearing will conform to the rules stipulated above. 20:12

 Close the second Public Hearing and re-open the general business meeting: President Shaffer will
- announce the closing of the second Public Hearing and reopen the general business meeting..

 Did Coff & This point

 Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the April 1 through April 30, 2003.

- IX. Fire Department, Emergency Disaster Committee: Chief Sward will offer a report on the Department's activities since the last Board meeting. We Report. BBQ. gross was in the 301 was
- X. General Manager's Report: The General Manager's written report follows, and the G. M. will be present to answer questions concerning the various elements in the report. This report is an integral part of the Agenda and the Board may take action on any or all items within the report.
 - A. Administration: There are several administrative matters requiring Board attention:
 - 1. Independent County Audit: Copies of the County's independent audit of District fiscal records have been received and delivered to the Board. Consideration of the County report is scheduled for further consideration during the next regular Board receiving.
 - 2. Continued audits: The County has furnished a list of independent auditors for the District to consider retaining for future audits. It is suggested that at least one and no more than two members of the Board coordinate with the G. M. to interview the suggested auditors and report back to the Board.
 - 3. Budget for fiscal year 2003-04: It is suggested that at least one and no more than two members of the Board coordinate with the G. M. to develop a proposed budget for fiscal year 2003-04, to be presented to the Board for adoption no later than the regular July Board meeting.
 - B. Roads and Easements: Due to the time requirements of Public Hearings, work on the Ahab to Sunset easement encroachment has not been completed. This will be continued for the June meeting. In addition, the Board completed the Public Hearing on the Seacape Park Resolution, formally denying approval of the Resolution. The Board may desire to establish guidelines for an operational policy for maintaining the pedestrian trail within the easement.

C. WATER OPERATIONS:

- 1. Coliform tests taken during April were free of bacteria.
- 2. Gross water billing for the 03/23/02 through 04/23/03 billing period was \$4,037.14 including \$50.82 in late payment penalties and \$3.48 in interest charges. The monthly consumption surcharge for this period totaled \$1026.39.

The table below tabulates the water production for the period March 23, 2002 to April 23, 2003.

Total volume of water measured through the master meter =	763,410 gallons
Average daily pumping rate	24,626 gallons
Highest pumping day was on 4/07/03 and volume pumped =	34,100 gallons
Lowest pumping day was on 3/23/03 and volume pumped =	19,100 gallons
Total volume billed through service meters =	688,639 gallons
Gross unaccounted for water loss =	74,771 gallons
Estimated un-metered maintenance use ¹	5,000 gallons
Estimated leak repair losses ¹	2,000 gallons

Net unaccounted for water loss (8.88%)	67,771 gallons
Average daily customer consumption per meter =	81.5 gallons
Average service billing =	\$26.18

¹ Maintenance use and leak losses estimated from tank level differentials.

- Capital Improvements: DCV Consultants contacted me on Saturday, May 24, 2003 to say D. that they are in the final stages of submitting their report. The report will be ready for the Board's consideration during the regular June meeting. In addition, Scott Callow of Environment Health had to cancel (for personal emergency) a meeting with Weeks Well Drilling which has temporarily delayed the sealing of the abandoned well on the State Park Lands. Once this well is sealed, the final tests on the District's new well will be completed and the system upgrades suggested by DCV Consultants can be submitted for environmental health department review.
- Ε. Recreation: I have contacted three of the contractors that were forwarded RFP's for the community center deck roof. All three indicated that they are currently too busy to consider the project.

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

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

PUBLIC INPUT

With furn 10 —

Old husiness: 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.

Review of the draft minutes for the regular Board meeting held on April 23, 2003 Pat, Lu, Mt -XII.

XIII. Next meeting date: June 25, 2003 is the forth Wednesday in the month of June.

ADJOURNMENT OR CONTINUATION 7,1

RESOLUTION 2002-12-11-01

A resolution 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 was issued a Water Rights Permit by the California State Water Resources Control Board on or about 16 January 2001 (hereinafter "Water Rights Permit"), and

WHEREAS, the District's Water Rights Permit requires the District to establish a Technical Advisory Committee (hereinafter "T. A. C.") to assist in developing an Adoptive Management Plan that includes provisions for water conservation, and

WHEREAS, the District's Water Rights Permit requires the District to establish a policy for enforcing water conservation during Drought Conditions, 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 the drought season.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Muir Beach Community Services District as follows:

Section 1: The purpose of this Resolution is to adopt a water conservation program as required by the District's Water Rights Permit and in accordance with Water Code Section 375. Conservation is necessary to reduce the quantity of water used by the District consumers during Drought Conditions (as defined in the Board's Findings of Necessity below) for purposes of conserving the District's water and complying with the District's Water Rights Permit.

<u>Section 2:</u> That during Drought Conditions, when the District must reduce its daily water production from an average maximum production of 45,000 gallons per day to no more than 35,000 gallons per day, it shall issue a Notice of Water Conservation to its customers.

<u>Section 3:</u> That no less than 3 days after the issuance of the Official Notice of Water Conservation, the District will record the meter readings of its customers.

Section 4: That the penalties, incentives and provisions as contained in Exhibit A, attached hereto and made a part of this resolution, shall be applied to the water billings occurring thereafter until the District issues a Notice That the Drought Conditions have ended. The Drought Conditions are considered as ending when sufficient rainfall occurs to increase the water flow in Redwood Creek adequately to eliminate the disconnected pond conditions.

Section 5: Findings of Necessity: The Board of Directors finds as follows:

a. Water is a finite and precious resource.

- b. The District's water supply is limited, by the terms of the Water Rights Permit, to an average of 45,000 gallons per day during normal conditions and no more than 35,000 gallons per day during Drought Conditions.
- c. The Water Rights Permit provides that during Drought Conditions the District must reduce it's daily water production. Specifically, under the Water Rights Permit "Drought Conditions" are deemed to exist when conditions specified by T. A. C. recommendations are reached. The T. A. C. has specified that when the water flow in Redwood Creek declines to a point where disconnected ponds of water occur in Redwood Creek and the oxygen levels in the disconnected ponds decline to a level unable to sustain aquatic life, a Drought Condition exists. Once Drought Conditions exist, the District must reduce its water production as specified above and implement the water conservation enforcement procedures.
- d. Moreover, the Water Rights Permit requires the District to establish a policy for enforcing water conservation during Drought Conditions. The enforcement policy has been developed in cooperation with recommendations from the T. A. C. and includes the customer notification, meter readings, and the penalties provisions contained in Attachment "A".
- e. During Drought Conditions, residential customers will be assessed a penalty for using more than 2,000 cubic feet of water per month, as contained in the provisions of Attachment "A". The penalty conditions have been developed from a three (3) year historical analysis of consumer consumption, consumption per capita applicable to the District consumers, analysis of District population distribution, and analysis of voluntary consumer conservation efforts resulting from District conservation requests. The threshold level of 2,000 cubic feet per month (cfm) to activate the excessive consumption penalties has been determined as the consumption adequate for the reasonable use for a family of six (6) persons or twice the average family size within the District. It has been determined that the elimination of residential consumption in excess of 2,000 cfm, combined with the cooperative consumption of the smaller family use and the commercial conservation requirements is adequate to reduce the overall District residential consumption to comply with the reduced production rates required by the Water Rights Permit. The tiered penalty structure, which is tied to residential consumer's use of water, encourages water conservation and is reasonable.
- f. During Drought Conditions, commercial customers will be assessed a penalty for using more than 90% of the commercial customer's average water usage for the previous billing periods ending in December, January and February prior to the issuance of the Notice of Water Conservation (rounded to the nearest 100 cubic feet). The threshold for commercial users is separate from the residential consumers due to the different commercial versus residential needs and has also been established from the historical use and voluntary conservation levels from the previous three (3) year period. Further, improvements in the water facilities have recently been installed by the commercial consumers. The tiered penalty structure, which is tied to commercial consumer's use of water, encourages water conservation and is reasonable.

- g. California Constitution, Article X Section 2 provides "It is hereby declared that because of the conditions prevailing in this State the general welfare requires the water resources of the State to be put to beneficial use to the fullest extent of which they are capable, and that the waste or unreasonable use of or unreasonable method of use of water be prevented, and that the conservation of such water is to be exercised with a view to the reasonable and beneficial use thereof in the interest of the people and for the public welfare."
- h. The conservation program proposed by this resolution is consistent with Water Code Section 375 and in furtherance of the conservation mandate contained in California Constitution Article X Section 2, as well as the conservation mandate contained in the District's Water Rights Permit.
- i. This conservation program is exercised with a view to the reasonable and beneficial use of water, a limited resource, and in the interest of the District consumers and the public welfare.

Section 6: If any section, subsection, sentence, clause, phrase, portion or part of this ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such section shall not affect the validity of the remaining portions of this ordinance. The Board of Directors hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, portion or part thereof, irrespective of the fact that any one or more section, subsection, sentence, clause, phrase, portion or part be declared invalid or unconstitutional.

Section 7: This resolution shall take effect immediately following passage by a majority vote of the Board of Directors Of the Muir Beach Community Services District, posting on the Community bulletin boards, and mailing to the District water customers.

PASSED, APPROVED AND ADOPTED Muir Beach Community Services District on	at a regular meeting of the Board of Directors of the
Ayes:	
Noes:	
Absent:	
Steven Shaffer, President of the Board	Donovan Macfarlane, Secretary

EXHIBIT A

Penalty for Residential Water Usage of More than 2,000¹ Cubic Feet per Month

Cubic feet of use	Penalty Charg Per 100 cubic feet	ge ² Total	
2,000 to 2,100	\$100	\$100	
2,101 to 2,200	\$400	\$500	
2,201 to 2,300	\$500	\$1,000	
2,301 to 2,400	\$100	\$1,100	
2,401 and above	\$100 for each addition cubic feet increment	\$100 for each additional 100 cubic feet increment	

¹ Family Size: The penalty threshold (2,000 cubic feet per household) is provided for households having 1 to 6 occupants. If a household has more than 6 occupants, a proportional threshold adjustment for the additional occupants can be obtained by contacting the District General Manager.

In the event the 2,000 cubic feet threshold does not reduce the total District water consumption adequately to meet the required reduced water production, the District may change the threshold, by resolution and notice to its customers, as necessary.

² Reduced Initial Penalty: The penalty will be reduced by 50% the first time the penalty is incurred. However, if the penalty-level consumption continues unabated, the reduction will be cancelled and the full penalty amount reinstated for the prior and future billing periods.

Water Conservation for Commercial Customers

- 1. Commercial customers will not have an allowance for family size.
- 2. The penalty threshold for commercial customers will be set as: 90% of the commercial customer's average recorded water usage for the previous billing periods ending in December, January, and February prior to the issuance of the Notice of Water Conservation (rounded to the nearest 100 cubic feet). The penalty for failing to conserve, as required, will be in accord with the above Table for residential customers.

ORDINANCE 2003-02-26-01

An ordinance by the Board of Directors of the Muir Beach Community Services District Increasing Water Rates

WHEREAS, California Constitution, Article X Section 2 provides "It is hereby declared that because of the conditions prevailing in this State the general welfare requires that the water resources of the State be put to beneficial use to the fullest extent of which there are capable, and that the waste or unreasonable use or unreasonable method of use of water be prevented, and that the conservation of such water is to be exercised with a view to the reasonable and beneficial use thereof in the interest of the people and for the public welfare." And

WHEREAS, the District's water rights permit requires a "Tiered rate structure", and

WHEREAS, the District' has not changed its water rate structure since the fall of 1992, while inflation and new requirements of the federal "Safe Drinking Water Act" have substantially increased the costs of general water operations, 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 rate policy that provides adequate funding for the operations and maintenance of the water system while fairly allocating the costs of operations and maintenance, as well as the capital benefit of having a reliable potable water supply available to the District's consumers.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the Muir Beach Community Services District as follows:

Section 1. Purpose: The purpose of this ordinance is to adopt a water rate structure in compliance with terms of the District's water right permit while adequately funding the cost of water operations and maintenance, and fairly distributing the cost among the District's water consumers.

Section 2, Tiered Water Rates. All water consumers, on metered water service, shall pay a monthly charge per the following tiered rate schedule for water service:

Tier	Rate*
1	0 to 300 cubic feet (cf), a minimum charge of \$15.00
2	301 to 600 cf, \$15.00 plus \$0.0475 per cf above 300 cf
3	601 to 1,200 cf, \$29.25 plus \$0.0575 per cf above 600 cf
4	1,201 to 2,000 cf, \$63.75 plus \$0.0675 per cf above 1,200 cf
5	2,001 cf and above, \$104.25 plus \$0.0775 per cf above 2,000 cf.

^{*} The above rates are subject to the 25% consumption surcharge reserved for capital improvements, in accord with District Ordinance 2001-07-25-1, Section 3, as approved by the voters during the general election of November 2001

<u>Section 3. Severability.</u> If any section, subsection, sentence, clause, phrase, portion or part of this ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such section shall not affect the validity of the remaining portions of this ordinance. The Board of Directors hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, portion or part thereof, irrespective of the fact that any one or more section, subsection, sentence, clause, phrase, portion or part be declared invalid or unconstitutional.

Section 4, Effective Date. This ordinance shall be effective on the date of its adoption.

Muir Beach Community Services District on	eat a regular meeting of the Board of Directors of the
Ayes:	
Noes:	
Absent:	
Steven Shaffer, President of the Board	Donovan Macfarlane, Secretary

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 04/01/03 THROUGH 04/30/03

	USE		_	
VENDER NAME	CODE ATER CA	DESCRIPTION PITAL IMPROVEMENT EXPENSES	FUND	AMOUNT
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	\$175.00
Marin County	2352	Tax collection fees	C	80.00
DCV Consultants	2713	Well site design improvements TOTAL WATER CAPITAL IMPROVMENT EXI	B	1,320.00
			'ENSES =	\$1,575.00
Kinko's ADM!	NISTRATI 2049	ON EXPENSES, DIVISION CODE 9236 Board meeting packets	Ρ	\$54.89
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
Office Max	2133	File folders, binders, etc.	P	61.73
Marin County	2352	Tax collection fees	Ċ	273.50
ABC Consultants, Inc.	2479	Travel allowance paid for last month TOTAL G&A EXP	B FNSES =	142.83 \$1,132.95
			LNOLO -	Ψ1,102.33
ABC Consultants, Inc.	2117	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month	В	\$225.00
Grahm Groneman	4827	Reimburse for safety equipment	В	711.97
		TOTAL FIRE EXP	ENSES =	
Sutton Freebairn-Smith	CREATION 1028	N EXPENSES, DIVISION CODE 9239		
Salvador Gonzales	1028	Maint, manager wages paid this month Extra Hire wages paid this month	<u> </u>	\$53.83
Juana Gonzales	1073	Janitorial wages paid this month	C	134.56 310.04
ABC Consultants, Inc.	2117	Administrative fees paid this month	<u>С</u> _	310.04 500.00
Waste Management	2259	Debris collection through June '03	<u> </u>	119.49
Cotco	2366	Paper towels	<u>P</u>	12.87
Pacific Bell	2534	Community Centerpay phone paid this month	B	159.40
Pacific Gas & Electric	2535	Community Center electric paid this month	В	86.42
Lonna Richmond	2041BI	Bistro wages paid this month	- C	193.78
Nancy Knox	2041BI	Bistro pastries purchased this month	P	17.50
Bell's market	2041BI	Misc. Bistro supplies purchased this month	P	3.00
Emiko Wang		Tai Chi instruction for March	В	72.00
" 		TOTAL RECREATION EXP	ENSES =	\$1,662.89
		ENT EXPENSES, DIVISION CODE 9237		
Salvador Gonzales ABC Consultants, Inc.	1073 2117	Extra Hire wages paid this month	C	\$188.38
ADO Consultanto, inc.		Administrative fees paid this month TOTAL R&E EXP	B ENSES =	\$68 8.3 8
WAT	ER DIVISIO	ON EXPENSES, DIVISION CODE 9238		
Sutton Freebaim-Smith	1028	Maint, manager wages paid this month	С	\$1,507.10
Salvador Gonzales	1073	Extra Hire wages paid this month	С	53.83
P.E.R.S.	1506	Shaffer trust medical	В	296.59
Herb's Pool Service	2077	Sand filter repairs	В	410.80
Dept. of Health and Human Resources	2115	Coliform tests in March	В	30.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	В	950.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	800.00
Public Storage	2121	File storage facility	В	59.00
Marin Resource Recovery	2121	Debris dumping fee	<u> </u>	40.00
www.Tonerrefillkits.com	2133	Printer toner refilis	<u> </u>	80.83
NEBS	2133	5,000 Water invoice forms	В	390.36
Sutton Freebairn-Smith	2479	Travel allowance paid this month	В	100.00
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	<u>460.48</u>
USPO	2130	Postage TOTAL WATER EXP	P ENSES ≃	86.00 \$5,264.99
		TOTAL WATER CAPITAL IMPROVMENT EXP	ENSES =	\$1,575.00
B = Paid thru Salomon depository C = Paid thru County depositories		TOTAL GENERAL FUND EXP		9,686.18
P = Paid thru Petty Cash Funds		TOTAL OF ALL CHECKS I	SSUED =	\$11,261.18
The above bills were approved for paym	ent by the	Muir Beach Community Services District Board	of Directo	rs on
the day of		2003.		
		COMMUNITY SERVICES DISTRICT		
Steven Shaffer, President		Donov	/an Macfa	rlane, Secretary

Muir Beach Community Services District 2021-2003

Balance Sheet

As of April 30, 2003

	Apr 30, 03
ASSETS	
Current Assets	
Checking/Savings Fund 428, County General Fund Fund 429, County Investment Fun	44,711
Fund 429, County Investment Fun Capital Improvements	216,271
General Investments	77,659
Total Fund 429, County Investment Fun	293,930
Petty Cash Fund	-264
Salomon Smith Barney	_0.
Fire Station Reserve	12,419
Firesafe marin	8,879
General Funds	12,327
Rental deposit trust	3,250
Shaffer CalPers Trust	815
Water Security Deposit Trust	6,200
West Marin Funds	7,788
Total Salomon Smith Barney	51,677
Total Checking/Savings	390,054
Accounts Receivable	
Receivables	12,394
Total Accounts Receivable	12,394
Total Current Assets	402,447
Fixed Assets A4048, Office Equipment	537
Total Fixed Assets	537
TOTAL ASSETS	402,984
LIABILITIES & EQUITY Liabilities Current Liabilities	
Other Current Liabilities	
1506CPSh Shaffer CalPers Trust	196
R9255R, Refundable deposits	3.240
W9025RD, Security deposits	6,700
Total Other Current Liabilities	10,136
Total Current Liabilities	10,136
Total Liabilities	10,136
	·
Equity Poteined Fornings	25E 479
Retained Earnings	355,173
Net Income	37,675
Total Equity	392,848
TOTAL LIABILITIES & EQUITY	402,984

11:37 AM 05/24/03 Accrual Basis

Muir Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES

April 2003

	Apr 03
Income	
Administrative Income	16,804
Fire Operations Income	4,359
Recreational Activities Inco	1,335
Water Capital Improvements	22,991
Water Operations Income	5,054
Total Income	50,544
Expense	
Administrative Expenses	1,133
Fire Operational Expenses	937
Recreational Expenses	1,606
Roads & Easements Expens	688
Water Capital Improve'ts Exp.	1,575
Water Operating Expenses	2,837
Total Expense	8,776
Net Income	41,769

Muir Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES April 2003

Recreational Expenses 50 R1028, Maint. Mgr. Wages 50 R1073, Janitorial wages 413 R1404, FICA 49 R1701, Work Comp Insurance -57 R2041, Rec. Program Expenses 201 R2041R, Bistro Expenses 201 R2041R, C, Program Expenses 72 Total R2041, Rec. Program Expenses 500 R2259, Refuse Removal 119 R2366, Building Supplies 13 R2534, Pay Telephone Expense 159 R2535, Energy Expenses 86 Total Recreational Expenses 1,606 Roads & Easements Expenses 1,506 E1028, Maint. Mgr. wages 175 E1073, Extra Hire Wages 1,75 E1404, FICA 13 E2117, Administrative Fees 500 Total Roads & Easements Expenses 688 Water Capital Improve'ts Exp. 1,320 Total H2713, Project Improvements 1,320 Total H2713, Project Improvements 1,320 Total Water Capital Improve'ts Exp. 1,575 Water Capital		Apr 03
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W1506, Medical benefits - Other 297 Total W1506, Medical benefits -1,703 W1701, Work. Comp.Insurance -428 W2077, Routine Repairs 451 W2115, Chemicals I Testing 30 W2117, Adminsitrative Fees 1,750 W2121, Miscellaneous Expenses 59 W2133, Office Supplies 557 W2479, Travel allowance 100 W2534, Telephone Relay Expense 460 Total Water Operating Expenses 2,837 Total Expense 8,776		
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W2077, Routine Repairs 451 W2115, Chemicals I Testing 30 W2117, Adminsitrative Fees 1,750 W2121, Miscellaneous Expenses 59 W2133, Office Supplies 557 W2479, Travel allowance 100 W2534, Telephone Relay Expense 460 Total Water Operating Expenses 2,837 Total Expense 8,776		-1,703
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Total Water Operating Expenses 2,837 Total Expense 8,776		460
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Net Income 41,769	Total Expense	8,776
	Net Income	41,769

Muir Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES April 2003

· _	Apr 03
Income	
Administrative Income A9001, General Tax Income	16,804
Total Administrative Income	16,804
Fire Operations Income F9763, Fire Assoc. Donations	4,359
Total Fire Operations Income	4,359
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income	1,213 123
Total R9811, Rec. Programs Income.	123
Total Recreational Activities Income	1,335
Water Capital Improvements Inco	•
H9001, special Assessment Tax H9031, Water Surcharge Income	20,740
H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	1,269 0
Total H9031, Water Surcharge Income	1,269
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest	725 257
Total H9377, Interest Earnings	982
Total Water Capital Improvements Inco	22,991
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	4 71 4.954
Total W9025, Water Service Income	5,029
Water Operations Income - Other	25
Total Water Operations Income	5,054
Total Income	50,544
Expense Administrative Expenses	
A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees	55 600
A2130, Mailing & Shipping Exp. A2133, Office Supplies	62
A2352, County Fees	274
A2479, Travel Expenses A2534, Telephone/Communications	143
Total Administrative Expenses	1,133
Fire Operational Expenses F2117, Administrative Fees	225 712
F4827, W. Marin Fund Expenses	
Total Fire Operational Expenses	937

11:31 AM 05/24/03 Accrual Basis

	Jul '02 - Apr 03	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income	53,432.25	45,400.00	8,032.25	117.7%
Fire Operations Income	12,859.00	13,400.00	-541.00	96.0%
Firesafe Marin Grant Income	11,755.22		•	
Recreational Activities Income	10,208.68	11,900.00	-1,691.32	85.8%
Water Capital Improvements Inco	72,644.94	72,875.00	-230.06	99.7%
Water Operations Income	48,564.58	70,000.00	-21,435.42	69.4%
Total Income	209,464.67	213,575.00	-4,110.33	98.1%
Expense				
A1702, Unemployment Insurance	34.00			
Administrative Expenses	11,943.47	24,030.00	-12,086.53	49.7%
Fire Operational Expenses	4,500.68	11,200.00	-6,699.32	40.2%
Firesafe Marin Grant Expenses	1,033.44	25,000.00	-23,966.56	4.1%
Recreational Expenses	17,073.85	32,157.00	-15,083.15	53.1%
Roads & Easements Expenses	10,184.89	32,937.00	-22,752.11	30.9%
Water Capital Improve'ts Exp.	46,945.92	118,824.00	-71,878.08	39.5%
Water Operating Expenses	80;073.14	79,318.00	755.14	101.0%
Total Expense	171,789.39	323,466.00	-151,676.61	53.1%
Net Income	37,675.28	-109,891.00	147,566.28	-34.3%

11:51 AM 05/24/03 Accrual Basis

_	Jul '02 - Jun 03	Budget	\$ Over Budget	% of Budget	
Income Administrative Income A9001, General Tax Income A9203, Interest earned A9772, Copier Income Administrative Income - Other	General Tax Income 53,414.00 Interest earned 0.00 Copier Income 3.25		9,614.00 -1,600.00	121.9% 0.0%	
Total Administrative Income	53,432.25	45,400.00	8,032.25		117.7%
Fire Operations Income F9377, West Marin Funds F9763, Fire Assoc. Donations	8,500.00 4,359.00	8,300.00 5,100.00	200.00 -741.00	102.4% 85.5%	
Total Fire Operations Income	12,859.00	13,400.00	-541.00		96.0%
Firesafe Marin Grant Income Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811CD, Com. Din. Income R9811CP, Child's Prog. Income R9811TC, Tai Chi Income	11,755.22 8,132.50 1,096.70 0.00 190.98 967.50	7,000.00 1,400.00 2,000.00 230.00 1,120.00	1,132.50 -303.30 -2,000.00 -39.02 -152.50	78.3% 0.0% 83.0% 86.4%	
Total R9811, Rec. Programs Income.	2,255.18	4,750.00	-2,494.82	47.5%	
R9834, Res. Handbook Income	1.00	150.00	-149.00	0.7%	
Total Recreational Activitles Income	10,388.68	11,900.00	-1,511.32		87.3%
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	55,257.50 11,115.82 705.47	55,8 7 5.00 13,000.00	-617.50 -1,884.18	98.9% 85.5%	
Total H9031, Water Surcharge income	11,821.29	13,000.00	-1,178.71	90.9%	
H9377, Interest Earnings H9377C, Cap. imp. Interest H9377G, Gen. Inv. Interest	4 ,160.09 1 ,406.06	4,000.00	160.09	104.0%	
Total H9377, Interest Earnings	5,566.15	4,000.00	1,566.15	139.2%	
Total Water Capital Improvements Inco	72,644.94	7 2,875.00	-230.06		99.7%
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	3 5.62 785.99 44,487.82	70,000.00	-25,512.18	63.6%	
Total W9025, Water Service Income	45,309.43	70,000.00	-24,690.57	64.7%	

11:51 AM 05/24/03 **Accrual Basis**

	Jul '02 - Jun 03	Budget	\$ Over Budget	% of Budget	
W9772, Miscellaneous Income Water Operations Income - Other	Vater Operations Income - Other 105.00				
Total Water Operations Income	48,564.58	70,000.00	-21,435.42		69.4%
Total Income	209,644.67	213,575.00	-3 ,930. 3 3		98.2%
Expense					
A1702, Unemployment Insurance	34.00				
Administrative Expenses					
A2049, Conf., Mtgs. & Dues	665.50	400.00	265.50	166.4%	
A2117, Consulting Admin. Fees	6,600.00	7,200.00	-600.00	91.7%	
A2121, Miscellaneous Expenses	3 3 0.00	300.00	30.00	110.0%	
A2129. Gen. Election expenses	0.00	455.00	-4 55.00	0.0%	
A2130, Mailing & Shipping Exp.	55.60	275,00	-219.40	20.2%	
A2133, Office Supplies	421.29	450.00	-28.71	93.6%	
A2137, Copier Maint. Expenses	187.86	150.00	37.86	125.2%	
A2352, County Fees	764.00	8,000.00	-7,236.00	9.6%	
A2479, Travel Expenses	1,787.65	2,200.00	-412.35	81.3%	
A2534, Telephone/Communications	1,997.66	2,600.00	-602.34	76.8%	
A2713, Legal fees	268.75	2,000.00	-1,731.25	13.4%	
Total Administrative Expenses	13,078.31	24,030.00	-10,951.69		54.49
Fire Operational Expenses					
F2117, Administrative Fees	2,475.00	2,700.00	-225.00	91.7%	
F4827, W. Marin Fund Expenses	2,313.38	8,500.00	-6,186.62	27.2%	
Total Fire Operational Expenses	4,788.38	11,200.00	-6,411.62		42.89
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		4.19
Recreational Expenses					
R1028, Maint. Mgr. Wages	285.00	2,250.00	-1,965.00	12.7%	
R1073, Janitorial wages	3,309.00	2,700.00	609.00	122,6%	
R1404, FICA	416.14	3 79.00	3 7.14	109.8%	
R1701, Work Comp Insurance	522 .3 5	718.00	-195.65	72.8%	
R2041, Rec. Program Expenses					
R2041BI, Bistro Expenses	2,204.78	2,100.00	104.78	105.0%	
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	846.00	1,400.00	-554.00	60.4%	
Total R2041, Rec. Program Expenses	3,050.78	4,300.00	-1,249.22	70.9%	
R2077, Routine Repairs	0.00	5,000.00	-5,000.00	0.0%	
•					

11:51 AM

	Jul '02 - Jun 03	Budget	\$ Over Budget	% of Budget	
R2097, CC Ground Maintenance R2117, Administrative Expenses R2119, Publications R2121, Miscellaneous Expenses	0.00 5,500.00 0.00 100.00	250.00 6,000.00 500.00 100.00	-250.00 -500.00 -500.00 0.00	0.0% 91.7% 0.0% 100.0%	
R2133, Office Supplies & Stamps R2259, Refuse Removal R2366, Building Supplies R2534, Pay Telephone Expense R2535, Energy Expenses	0.00 477.96 87.44 64 3 .53	100.00 500.00 350.00 760.00	-100.00 -22.04 -262.56 -116.47	0.0% 95.6% 25.0% 84.7%	
R2535E, Eiectrical Expenses R2535G, Butane Gas Expenses R2535, Energy Expenses - Other	0.00 285.09 794.21	1,000.00 250.00	-1,000.00 35.09	0.0% 114.0%	
Totai R2535, Energy Expenses	1,079.30	1,250.00	-170.70	86. 3 %	
R4048, Building Improvements	2,500.00	7,000.00	-4,500.00	35.7%	
Total Recreational Expenses	17,971.50	32,157.00	-14,185.50		55.9%
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E1701, Work's. Comp. insurance E2077, Road & Easement Repairs E2117, Administrative Fees	225.00 1,100.00 101.36 0.00 3,758.53 5,500.00	5,500.00 4,000.00 727.00 1,210.00 15,000.00 6 ,500.00	-5,275.00 -2,900.00 -625.64 -1,210.00 -11,241.47 -1,000.00	4.1% 27.5% 13.9% 0.0% 25.1% 84.6%	
Total Roads & Easements Expenses	10,684.89	32,937.00	-22,252,11		32.4%
Water Capital Improve'ts Exp. H2049 Meeting & Hearing expense H2117, Administrative Fees H2352, County fees H2713, Project improvements H2713CP, System Improvements H2713, Project Improvements - Other	3.00 1,925.00 320.00 7,191.10 3,000.00	400.00 2,100.00 324.00 60,000.00	-397.00 -175.00 -4.00 -52,808.90	0.8% 91.7% 98.8% 12.0%	
Total H2713, Project Improvements	10,191.10	60,000.00	-49,808.90	17.0%	
H4169UT, Priority Improvements H4169NW, New Weil H4169VR, Vaive Replacement H4169UT, Priority Improvements - Other	10,461.62 23,790.20 430.00	40,000.00 16,000.00	-29,538.38 7,790.20	26.2% 148.7%	
Total H4169UT, Priority improvements	34,681.82	56,000.00	-21,318.18	61.9%	
Totai Water Capitai improve'ts Exp.	47,120.92	118,824.00	-71,703.08		39.7%
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA	13,585.00 2,111.08 2,293.94	20,625.00 3,000.00 1,81 0 .00	-7,040.00 -888.92 483.94	65.9% 70.4% 126.7%	

11:51 AM 05/24/03 Accruai Basis

Jui '02 - Jun 03		Budget	\$ Over Budget	% of Budget
W1506, Medical benefits W1506CPSh W1506, Medical benefits - Other	-1,757.82 2,597.35			
Total W1506, Medical benefits	839.53			
W1701, Work. Comp.insurance	3,656.19	3,000.00	656.19	121.9%
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	9,388.48	5,000.00	4,388.48	187.8%
W2115, Chemicals I Testing	3,724.98	5,00 0.0 0	-1,275.02	74.5%
W2117, Adminsitrative Fees	19,250.00	21,000.00	-1,750. 0 0	91.7%
W2121, Miscellaneous Expenses	628.93	1,000.0 0	-3 71.07	62.9%
W2130, Postage & Shipping	599.70	1,500.00	-900.30	40.0%
W2133, Office Supplies	2,013.48	1,000.00	1,013.48	201.3%
W2325, Contract Services	15,954.24	5,000.00	10,954.24	3 19.1%
W2479, Travel allowance	1,000.00	1,500.00	-500.00	66.7%
W2534, Telephone Relay Expense	417.37	600.00	-182.63	69.6%
W2535, Electrical Service	5,472.43	7,000.00	-1,527.57	78.2%
Total Water Operating Expenses	83,039.35	79,318.00	3,721.35	104.7%
Totai Expense	177,750.79	323,466.00	-145,715.21	55.0%
Net Income	31,893.88	-109,891.00	141,784.88	-29.0%

1 OFFICIAL MINUTES OF THE 2 MUIR BEACH COMMUNITY SERVICES DISTRICT 3 BOARD OF DIRECTORS REGULAR MEETING 4 HELD ON WEDNESDAY, APRIL 23, 2003 5 Directors present: President Shaffer; Directors: Hills, Kamradt, Ostroff, and Rudnick. 6 7 I. Call to order: President Shaffer called the meeting to order at 7:14 pm. 8 9 10 II. Review and consideration of the April 23, 2003 Agenda. There was a brief discussion of the Agenda, and 11 Director Hills moved to approve the Agenda as submitted; seconded by Director Ostroff, ayes all. 12 13 III. National Park Service: Ranger Jennifer Vic offered an update on the ongoing activities of the Park Service, beginning with a comment that May 10th will be a "bird watching day" to observe the migrating birds. She then 14 15 went on to say that the monitoring of Redwood Creek indicates that the upper 100 feet from the Pacific Way bridge has substantially filled in and that the lower area is flowing directly into the backwaters. N. P. S. 16 17 monitoring will continue for another year to assist in collecting data for future maintenance and improvement. 18 IV. 19 Bills to be paid: There was a brief discussion of the Bills to be Paid Report and Director Ostroff moved to 20 approve the report as submitted including a total of \$17,575.75 in general fund expenditures and \$11,600.95 in 21 water capital improvement expenditures and \$896.59 in trust fund refunds, for a total of \$30,073,29 in 22 warrants issued, seconded by Director Rudnick; ayes all. 23 Fire Department, emergency disaster committee: Chief Sward reported that the new fire truck is in 24 V. operation and doing well. Also, that the department is looking into the possibility of additional grants to assist

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

A. Administration:

- The G. M. reported that the County requested some additional F. E. M. A. information for their audit and that it has been forwarded to the auditor. The auditor has assured the G. M. that the audit will be completed in time for the next Board meeting.
- The G. M. reported that the information phone is slowly increasing in contacts. Director Hills
 noted that the District web site now includes the minutes and fiscal reports and all important
 notices.

B. Roads and Easements:

- present to discuss the removal of the District encroachment onto the Villere property. He submitted a proposal by a contractor, for the construction of the needed stairs to accomplish the encroachment removal. The contractor's price totaled \$7,780 for construction of the stairs. The G. M. noted that the pictures of the stairs proposed did not meet the District's standards (for lumber), indicating that the price might be somewhat more. Further discussion of the problem included the need to do additional work above the needed stairs. The Board instructed the G. M. to investigate the situation more thoroughly and to prepare plans and specifications for receiving proposals for construction costs.
- Seacape Park landscaping and trail considerations: The following considerations were given concerning the Seacape Park and encroaching landscaping.
 - Resolution 2002-12-11-01, was noted as being adopted without a public hearing.
 Hence, the adoption of the resolution is considered null and void.
 - Resolution 2003-04-23-01 was introduced and scheduled for a Public Hearing on Tuesday, May 20, 2003.

- Fence blocking access to the Park area from Seacape Drive to Muir Beach Overlook. This
 item was deferred for future discussion.
- C. Water operations: The G. M. reported that water operations were normal, with no major problems occurring. However, the G. M. did note that problems with the chlorine pump were being experienced and that he has requested DCV Consultants to consider chlorine treatment improvements in their recommendations for well site improvements.
- D. Water rates: Following a brief discussion, the date for the required public hearing to consider the proposed Ordinance 2003-02-26-01, increasing the District water rates was scheduled to be with the regular Board meeting scheduled for May 28, 2003.
- E. Water Conservation Enforcement: Following a brief discussion, the date for the required public hearing to consider the proposed Resolution 2002-12-11-01, establishing a policy for enforcing water conservation was scheduled to be with the regular Board meeting scheduled for May 28, 2003.
- F. Water Capital Improvements: Director Hills reported that the County Environmental Health

 Services was requiring Weeks Well Drilling to use a TV camera to look at the inside of the State Park

 well that is to be abandoned and sealed prior to permitting the District's activation of the new well.
- G. Recreation: The G. M. announced that just one proposal (of the 5 RFP's) has been received for the construction of the glass roof over the community center deck area. The proposal was submitted by Tony Moore, in the amount of \$57,975. However, the G. M. noted that the proposal was not submitted with the required bid bond or alternative security deposit. Following a brief discussion, it was decided that the proposal exceeded the funds available from the Muir Beach Quilters, to pay for the project and the project was tabled for possible future consideration when fund may be available. Director Kamradt suggested that the G. M. contact the contractors to see if they did have interest.
- VII. Public Open Time: Director Rudnick reported that various thinking is being given to the Muir Beach Parking lot, when the Big Lagoon project is implemented. Hopefully, there is a possiblity that a location further up

1	Green Gulch can be utilized.
2	Resident George Lindholdt informed the Board and audience that his website www.bellobeach.com
3	includes pictures of the beach and Big Lagoon area dating back to the early part of the 1900's. Access to the
4	site is free of charge.
5	
6	VIII. Review of the draft minutes for the March 2, 2003 meeting. There were no changes suggested for these
7	minutes and Director Kamradt moved to approve the minutes as written; seconded by Director Hills, ayes all.
8	
9	IX. Next meeting date: Following a brief discussion the next regular meeting date was confirmed for Wednesday,
10	May 28, 2002.
11	
12	The meeting was adjourned at 8:57 P.M.
13	
14	These minutes were approved by the Muir Beach Community Services District Board of Directors, during their
15	meeting on
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17	
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20	Steven Shaffer, Board President Donovan Macfarlane, Secretary
21	
22	
23	
24	
İ	Minutes\02-03-27.reg DRAFT Page 23 of 2

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TABLE OF CONTENTS FOR THE BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE

MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, JUNE 18, 2003 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE TO BEGIN AT 7:00 P.M.

DESCRIPTION	PAGES
Agenda for the Regular Meeting and Public Hearings	1 - 3
Bills to be Paid Report for 05/01/03 through 05/31/03	4 - 5
District Fiscal Consolidated Balance Sheet as of May 31, 2003	6
Monthly Income versus Expenses Summary report for May 2003	7
Detailed Monthly Income versus Expenses Summary report for May 2003	8 - 9
Summary Profit & Loss Budget Versus Actual, year to date	10
Detailed Profit & Loss Budget Versus Actual, year to date	11 - 14
Draft Minutes of the May 20, 2003 Public Hearing	15 - 17
Draft Minutes of the two public hearings and general meeting	
held on May 28, 2003	18 - 24

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AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR BOARD MEETING AND TWO PUBLIC HEARINGS ON WEDNESDAY, JUNE18, 2003. A CLOSED PERSONNEL MEETING WILL BEGIN AT 6:00 P.M. AND THE REGULAR MEETING WILL 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. Call the closed meeting to order: President Shaffer will call the closed meeting to order and begin discussion of personnel evaluations and the contract for management services with ABC Consultants, Inc. which expires on June 30, 2003. Decisions reached during the closed meeting will be announced at the opening of the following general meeting. He decisions reached meeting will personal meeting. The decisions reached during the closed personnel meeting to order:, and announce any decisions reached during the closed personnel meeting. 19:28
- H.
- Review and consideration of the June 18, 2002 Agenda. Agenda items may be deleted, III. 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". Out as pros my file of the first and the first as prosent in the first and the first as prosent in the first and the first and the first as prosent in the first and the first as prosent in the first and the
- IV. National Park Service: Representatives from the National Park Service (N. P. S.) will offer information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community
- Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the May 1 through May 31, 2003. Out app, Cet all. V.
- VI. Fire Department, Emergency Disaster Committee: Chief Sward will offer a report on the Department's activities since the last Board meeting. No
- 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.
 - Administration: There are several administrative matters requiring Board attention:
 - Independent County Audit: The Board received copies of the County's independent audit closing fiscal year 1995-96. This may be discussed in consideration of selecting a new independent auditor, as the County no longer performs this service.
 - Continued audits: Directors Hill s and Ostroff will set a schedule for interviewing possible auditors for the District's fiscal affairs. Male proposition
 - Budget for fiscal year 2003-04: Directors Hills and Ostroff will set a schedule for submitting a budget for fiscal year 2003-04, for the Board's consideration.

 Roads and Easements:

1. Establish a general policy for maintenance of the pedestrian easement in the District Seacape Park Land. There gan an overview - in other - is in the District of the pedestrian easement in the District Seacape Park Land. There are no overview - in other - is in the District of the pedestrian easement in the District Seacape Park Land. The
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Review resident letters of concern of the District Park between Seacape drive and the Muir Beach overlook are of N. P. S.

A general discussion of the Ahab/Sunset Way pedestrian easement and the work necessary to mitigate the District encroachment onto private property.

C. WATER OPERATIONS:

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

2. Gross water billing for the 04/23/02 through 05/23/03 billing period was \$3,914.95 including \$70.17 in late payment penalties and \$3.08 in interest charges. The monthly consumption surcharge for this period totaled \$1006.23.

The table below tabulates the water production for the period April 23, 2002 to May 23, 2003.

Total volume of water measured through the master meter =	715,760 gallons
Average daily pumping rate	23,859 gallons
Highest pumping day was on 5/23/03 and volume pumped =	39,400 gallons
Lowest pumping day was on 5/06/03 and volume pumped =	14,800 gallons
Total volume billed through service meters =	689,499 gallons
Gross unaccounted for water loss =	26,261 gallons
Estimated un-metered maintenance use ¹	000 gallons
Estimated leak repair losses ¹	000 gallons
Net unaccounted for water loss (3.67%)	26,261 gallons
Average daily customer consumption per meter =	82 gallons
Average service billing =	\$26.18

¹ Maintenance use and leak losses estimated from tank level differentials.

D. Capital Improvements: DCV Consultants has changed the engineer in charge of the mechanical design, as Aaron Newman is over committed on another project. I will have more details for the report prior to completing the meeting packet.

E. Recreation: A general discussion of the District's rental policies and rates for rental of the community center.

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.

BBQ 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 Public Hearing held on May 20, 2003. Del Petr.

X. Review of the draft minutes for the two Public Hearings and the general meeting held on May 28, 2003. Fit Dik all

XI. Next meeting date: Jul 23,2003 is the fourth Wednesday in the month of July. There is also a fifth Wednesday on July 30

ADJOURNMENT OR CONTINUATION

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 05/01/03 THROUGH 05/31/03

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
	WATER CA	PITAL IMPROVEMENT EXPENSES		
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	\$175.00
DCV Consultants	2713	Consulting fees paid in May	В	\$990.00
	-	TOTAL WATER CAPITAL IMPROVMENT EXP	ENSES =	\$1,165.00
		ON EXPENSES, DIVISION CODE 9236		· · · · · · · · · · · · · · · · · · ·
Kinko's	2049_	Board meetig packets	Р	48.71
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	600.00
USPO	2130	Postage	Р	33.40
Costco	2133	QuickBooks 2003, update	Р	232.73
Office Max	2133	Blank Check forms & program	Р	32.19
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	147.32
AT&T	2534	Toll calls 4115-388-7804 paid this month	В	19.64
AT&T	2534	Toll calls 707-643-1143 paid this month	В	23.37
Cingular	2534	Cell phone paid this month	В	90.94
Pacific Bell	2534	415-388-7804 paid this month	В	83.09
Pacific Bell	2534	707-643-1143 paid this month	В	19.81
,	FIRE DIVISIO	TOTAL G&A EXP	ENSES =	\$1,331.20
Grahm Groneman	1703	Fire station phone paid this month	С	516.72
Jesse Rudnick	1703	Fire station phone paid this month	С	516.72
Jose Alcala	1703	Firesafe Marin Chipper payroll expense	С	1,076.50
Michael Moore	1703	Fire station phone paid this month	С	1,743.93
Sutton Freebairn-Smith	1703	Fire station phone paid this month	С	484.43
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	225.00
Pacific Bell	4827	Fire station phone paid this month	В	62.70
		TOTAL FIRE EXP	ENSES =	\$4,626.00
	RECREATIO	N EXPENSES, DIVISION CODE 9239		
Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	С	53.82
Salvador Gonzales	1073	Extra Hire wages paid this month	C	302.77
Juana Gonzales	1077	Janitorial wages paid this month	С	465.06
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	500.00
Pacific Bell	2534	Community Centerpay phone paid this month	В	53.40
McPhail	2535	Butane gas for community center	В	166.69
Pacific Gas & Electric	2535	Community Center electric paid this month	В	33.56
Bell's market	2041BI	Misc. Bistro supplies purchased this month	Р	4.50
Lonna Richmond	2041Bl	Bistro wages paid this month	С	290.67
Nancy Knox	2041BI	Bistro pastries purchased this month	P	32.50
Emiko Wang	2041TC	Tai Chi instruction, April & May	В	144.00
		TOTAL RECREATION EXP	PENSES =	\$2,046.97
		MENT EXPENSES, DIVISION CODE 9237		
Sutton Freebairn-Smith	1028	Maint, manager wages paid this month	C	
Salvador Gonzales	1073	Extra Hire wages paid this month	C	289.31
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	500.00
		TOTAL R&E EXP	PENSES =	\$789.31

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 05/01/03 THROUGH 05/31/03

Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	2,193.43
P.E.R.S.	1501	Shaffer medical paid from Shaffer Trust	В	296.59
Jose Alcala	1073	Extra Hire wages paid this month	С	40.37
Herb's Pool Service	2115	Chlorine supplies	В	35.39
Herb's Pool Service	2077	Replace filter tank sand	В	640.09
Marin Cell U Phone	2534	Maint. Mgr's pager paid this month	В	9.95
Marin County Health Laboatory	2115	Coliform tests in April	В	30.00
Salvador Gonzales	1073	Extra Hire wages paid this month	С	53.83
Public Storage	2121	File Storage	В	59.00
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	В	409.08
Pacific Bell	2534	Upper tank phone relay paid this month	В	31.70
ABC Consultants, Inc.	2117	Clerical fees paid this month	В	950.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	800.00
USPO	2130	Postage	P	60.00
		TOTAL WATER EX	PENSES =	\$5,609.43

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Adina A. Beaumont	9255R	Rental securty deposit refund	В	500.00
Melvin D. Bert	9255R	20% Partial rental deposit refund	В	100.00
		TOTAL CHECKS ISSUED FROM TRUST	FUNDS =	\$600.00

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$1,165.00 TOTAL GENERAL FUND EXPENSES = 14,402.91 B = Paid thru Salomon depository TOTAL CHECKS ISSUED FROM TRUST FUNDS = 600.00 C = Paid thru County depositories \$16,167.91 P = Paid thru Petty Cash Funds TOTAL OF ALL CHECKS ISSUED =

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

the _____ day of _____ 2003. MUIR BEACH COMMUNITY SERVICES DISTRICT Donovan Macfarlane, Secretary Steven Shaffer, President

Muir Beach Community Services District 2021-2003

Balance Sheet

As of May 31, 2003

	May 31, 03
ASSETS	
Current Assets	•
Checking/Savings Fund 428, County General Fund Fund 429, County Investment Fun	37,408
Capital Improvements General Investments	216,308 77,622
Total Fund 429, County Investment Fun	293,930
Petty Cash Fund Salomon Smith Barney	34
Fire Station Reserve Firesafe marin	12,419
General Funds	8,879
Rental deposit trust	11,286 2,25 0
Shaffer CalPers Trust	2,230 518
Water Security Deposit Trust	6,3 0 0
West Marin Funds	7,788
Total Salomon Smith Barney	49,440
Total Checking/Savings	380,812
	000,012
Accounts Receivable Receivables	7,219
Total Accounts Receivable	7,219
Total Current Assets	388,031
Fixed Assets A4048, Office Equipment	537
Total Fixed Assets	537
TOTAL ASSETS	388,568
LIABILITIES & EQUITY Liabilities Current Liabilities Other Current Liabilities	
1506CPSh Shaffer CalPers Trust	196
R9255R, Refundable deposits	2,490
W9025RD, Security deposits	6,700
Total Other Current Liabilities	9,386
Total Current Liabilities	9,386
Total Liabilities	9,386
Equity	
Retained Earnings	355,173
Net Income	24,009
Total Equity	379,182
TOTAL LIABILITIES & EQUITY	388,568

5:10 PM 06/14/03 —Accrual Basis

Muir Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES

May 2003

	May 03
Income Administrative Income Recreational Activities Inco	724 1,177
Total Income	1,902
Expense Administrative Expenses Fire Operational Expenses Firesafe Marin Grant Expen Recreational Expenses Roads & Easements Expens Water Capital Improve'ts Exp. Water Operating Expenses	1,331 288 4,338 2,047 789 1,165 5,609
Total Expense	15,568
Net Income	-13,666

Muir Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES May 2003

	May 03
Income	
Administrative Income A9001, General Tax Income	724
Total Administrative Income	724
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811TC, Tai Chi Income R9811Y, Yoga Classes	7 3 0 142 180 125
Total R9811, Rec. Programs Income.	447
rotal Kaori, Nec. Programs income.	
Total Recreational Activities Income	1,177
Total Income	1,902
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2130, Mailing & Shipping Exp. A2133, Office Supplies A2479, Travel Expenses A2534, Telephone/Communications	49 600 33 265 147 237
Total Administrative Expenses	1,331
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	225 63
Total Fire Operational Expenses	288
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 chipper payroll F1404 FICA	4,154 184
Total F2077-Chipper grant program	4,338
Total Firesafe Marin Grant Expenses	4,338
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R2041, Rec. Program Expenses R2041BI, Bistro Expenses R2041TC, Tai Chi Expenses	50 713 79 307 144
Total R2041, Rec. Program Expenses	 451
R2117, Administrative Expenses R2534, Pay Telephone Expense R2535, Energy Expenses R2535G, Butane Gas Expenses R2535, Energy Expenses - Other	500 53 167 34
Total R2535, Energy Expenses	200
Total Recreational Expenses	2,047
Roads & Easements Expenses	

5:10 PM 06/14/03 Accrual Basis

Muir Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES May 2003

	May 03
E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E2117, Administrative Fees	269 21 500
Total Roads & Easements Expenses	789
Water Capital Improve'ts Exp. H2117, Administrative Fees H2713, Project Improvements H2713CP, System Improvements	175 990
•	
Total H2713, Project Improvements	990
Total Water Capital Improve'ts Exp.	1,165
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W2077, Routine Repairs W2115, Chemicals I Testing W2117, Adminsitrative Fees W2121, Miscellaneous Expenses W2130, Postage & Shipping W2534, Telephone Relay Expense W2535, Electrical Service Total Water Operating Expenses	2,038 50 200 297 640 65 1,750 59 60 42 409 5,609
abaramia mihanda	
Total Expense	15,568
Net Income	-13,666

11:14 AW 06/15/03 Accrual Basis

	Jul '02 - May 03	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income	54,157	45,400	8,757	119%
Fire Operations Income	12,859	13,400	-541	96%
Firesafe Marin Grant Income	11,755	22,917	-11,162	51%
Recreational Activities Income	11,386	11,900	-514	96%
Water Capital Improvements Inco	72,645	72,875	-230	100%
Water Operations Income	48,565	70,000	-21,435	69%
Total Income	211,366	236,492	-25,126	89%
Expense				
A1702, Unemployment Insurance	34			
Administrative Expenses	13,275	24,030	-10,755	55%
Fire Operational Expenses	4,788	11,200	-6,412	43%
Firesafe Marin Grant Expenses	6,772	25,000	-18,228	27%
Recreational Expenses	19,121	32,157	-13,036	59%
Roads & Easements Expenses	10,974	32,937	-21,963	33%
Water Capital Improve'ts Exp.	48,111	118,824	-70,713	40%
Water Operating Expenses	85,198	79,318	5,880	107%
Total Expense	188,273	323,466	-135,193	58%
Net Income	23,093	-86,974	110,067	-27%

11:14 AM

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

_	Jul '02 - May 03	Budget	\$ Over Budget	% of Budget	
Income Administrative Income A9001, General Tax Income A9203, Interest earned A9772, Copier Income Administrative Income - Other	54,138.49 0.00 3.25 15.00	43,800.00 1,600.00	10,338.49 -1,600.00	123.6% 0.0%	
Total Administrative Income	54,156.74	45,400.00	8,756.74		119.3%
Fire Operations Income F9377, West Marin Funds F9763, Fire Assoc. Donations	8,500.00 4,359.00	8,300.00 5,100.00	200.00 -741.00	102.4% 85.5%	
Total Fire Operations Income	12,859.00	13,400.00	-541.00		96.0%
Firesafe Marin Grant Income F9811FM, Grant income Firesafe Marin Grant Income - Other	0.00 11,755.22	22,916.85	-22,916.85	0.0%	
Total Firesafe Marin Grant Income	11,755.22	22,916.85	-11,161.63		51.3%
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811CD, Com. Din. Income R9811CP, Chiid's Prog. Income R9811TC, Tai Chi Income R9811Y, Yoga Ciasses	8,862.50 1,238.75 0.00 190.98 9 67.50 125.00	7,000.00 1,400.00 2,000.00 230.00 1,120.00	1,862.50 -161.25 -2,000.00 -39.02 -152.50	126.6% 88.5% 0.0% 83.0% 86.4%	
Totai R9811, Rec. Programs income.	2,522.23	4,750.00	-2,227.77	53.1%	
R9834, Res. Handbook Income	1.00	150.00	-149.00	0.7%	
Total Recreational Activities Income	11,385.73	11,900.00	-514.27		95.7%
Water Capital Improvements inco H9001, speciai Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	55,257.50 11,115.82 705.47	55,875.00 13,000.00	-617.50 -1,884.18	98.9% 85.5%	
Totai H9031, Water Surcharge income	11,821.29	13,000.00	-1,178.71	90.9%	
H9377, interest Earnings H9377C, Cap. Imp. interest H9377G, Gen. Inv. interest	4,160.09 1,406.06	4,000.00	160.09	104.0%	
Total H9377, interest Earnings	5,566.15	4,000.00	1,566.15	139.2%	
Total Water Capital improvements inco	72,644.94	72,875.00	-230.06		99.7%
Water Operations Income					

W9025, Water Service income

	Jul '02 - May 03	Budget	\$ Over Budget	% of Budget	
W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	35.62 785.99 44,487.82	70,000.00	-25,512.18	63.6%	
Total W9025, Water Service Income	45,309.43	70,000.00	-24,690.57	64.7%	
W9772, Miscellaneous Income Water Operations Income - Other	3,150.15 105.00				
Total Water Operations Income	48,564.58	70,000.00	-21,435.42		69.4%
Total Income	211,366.21	236,491.85	-25,125.64		89.4%
Expense A1702, Unemployment Insurance Administrative Expenses A2049, Conf., Mtgs. & Dues	34.00 714.21	400.00	· 314.21	178.6%	
A2117, Consulting Admin. Fees A2121, Miscellaneous Expenses A2129. Gen. Election expenses A2130, Mailing & Shipping Exp.	6,600.00 330.00 0.00 55.60	7,200.00 300.00 455.00 275.00	-600.00 30.00 -455.00 -21 9.4 0	91.7% 110.0% 0.0% 20.2%	
A2133, Office Supplies A2137, Copier Maint. Expenses A2352, County Fees A2479, Travel Expenses A2534, Telephone/Communications A2713, Legal fees	454.56 187.86 764.00 1,787.65 2,111.97 268.75	450.00 150.00 8,000.00 2,200.00 2,600.00 2,000.00	- 4.56 37.86 -7,236.00 -412.35 -488.03 -1,731.25	101.0% 125.2% 9.6% 81.3% 81.2% 13.4%	
Total Administrative Expenses	13,274.60	24,030.00	-10,755.40		55.2%
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	2,475.00 2,313.38	2,700.00 8,500.00	-225.00 -6,186.62	91.7% 27.2%	
Total Fire Operational Expenses	4,788.38	11,200.00	-6,411.62		42.8%
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 chipper payroll F1404 FICA F2077 expenses	5,563.93 292.24 916.19	25,000.00	-19,436.07	22.3%	
Total F2077-Chipper grant program	6,772.36	25,000.00	-18,227.64	27.1%	
Total Firesafe Marin Grant Expenses	6,772.36	25,000.00	-18,227.64		27.1%
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R1701, Work Comp Insurance R2041, Rec. Program Expenses	335.00 4,022.25 495.21 522.35	2,250.00 2,700.00 379.00 718.00	-1,915.00 1,322.25 116.21 -195.65	14.9% 149.0% 130.7% 72.8%	

R2077, Routine Repairs 0.00 5,000.00 -5,000.00 R2097, CC Ground Maintenance 0.00 250.00 -250.00 R2117, Administrative Expenses 5,500.00 6,000.00 -500.00 R2119, Publications 0.00 500.00 -500.00 R2121, Miscellaneous Expenses 100.00 100.00 0.00 10 R2133, Office Supplies & Stamps 0.00 100.00 -100.00 10 R2259, Refuse Removal 477.96 500.00 -22.04 6 R2366, Bullding Supplies 87.44 350.00 -262.56 2 R2534, Pay Telephone Expense 643.53 760.00 -116.47 8 R2535, Energy Expenses 0.00 1,000.00 -1,000.00 0.0% R2535G, Butane Gas Expenses 285.09 250.00 35.09 114.0% R2535, Energy Expenses - Other 794.21 -170.70 50	78.1% 0.0% 0.0% 91.7% 0.0% 100.0% 95.6% 25.0% 84.7%	
Total R2041, Rec. Program Expenses 3,357.78 4,300.00 -942.22 R2077, Routine Repairs 0.00 5,000.00 -5,000.00 R2097, CC Ground Maintenance 0.00 250.00 -250.00 R2117, Administrative Expenses 5,500.00 6,000.00 -500.00 R2119, Publications 0.00 500.00 -500.00 R2119, Publications 0.00 500.00 -500.00 R2121, Miscellaneous Expenses 100.00 100.00 0.00 100.00 R2133, Office Supplies & Stamps 0.00 100.00 -100.00 100.00 R2259, Refuse Removal 477.96 500.00 -22.04 6 R2366, Building Supplies 87.44 350.00 -262.56 2 R2534, Pay Telephone Expense 643.53 760.00 -116.47 8 R2535, Energy Expenses 0.00 1,000.00 -1,000.00 0.0% R2535G, Butane Gas Expenses 285.09 250.00 35.09 114.0% R2535, Energy Expenses 1,000.00 -1,000.00 -170.70	0.0% 0.0% 91.7% 0.0% 100.0% 0.0% 95.6% 25.0% 84.7%	
R2077, Routine Repairs 0.00 5,000.00 -5,000.00 R2097, CC Ground Maintenance 0.00 250.00 -250.00 R2117, Administrative Expenses 5,500.00 6,000.00 -500.00 R2119, Publications 0.00 500.00 -500.00 R2121, Miscellaneous Expenses 100.00 100.00 0.00 R2133, Office Supplies & Stamps 0.00 100.00 -100.00 R2259, Refuse Removal 477.96 500.00 -22.04 6 R2366, Bullding Supplies 87.44 350.00 -262.56 2 R2534, Pay Telephone Expenses 643.53 760.00 -116.47 8 R2535, Energy Expenses 0.00 1,000.00 -1000.00 0.0% R2535, Energy Expenses 285.09 250.00 35.09 114.0% R2535, Energy Expenses - Other 794.21 700.00 -170.70 8 R4048, Building Improvements 2,500.00 7,000.00 -4,500.00 -13,036.18	0.0% 0.0% 91.7% 0.0% 100.0% 0.0% 95.6% 25.0% 84.7%	
R2097, CC Ground Maintenance 0.00 250.00 -250.00 R2117, Administrative Expenses 5,500.00 6,000.00 -500.00 R2119, Publications 0.00 500.00 -500.00 R2121, Miscellaneous Expenses 100.00 100.00 0.00 10 R2133, Office Supplies & Stamps 0.00 100.00 -100.00 100.00 R2259, Refuse Removal 477.96 500.00 -22.04 6 R2366, Bullding Supplies 87.44 350.00 -262.56 2 R2534, Pay Telephone Expenses 643.53 760.00 -116.47 8 R2535, Energy Expenses 8 1,000.00 -1,000.00 0.0% R2535E, Electrical Expenses 0.00 1,000.00 -1,000.00 0.0% R2535B, Bullane Gas Expenses 285.09 250.00 35.09 114.0% R2535B, Energy Expenses - Other 794.21 704.21 700.00 -170.70 8 R4048, Building Improvements 2,500.00 7,000.00 -13,036.18 -13,036.18	0.0% 91.7% 0.0% 100.0% 0.0% 95.6% 25.0% 84.7%	
R2117, Administrative Expenses 5,500.00 6,000.00 -500.00 5 R2119, Publications 0.00 500.00 -500.00 1 R2121, Miscellaneous Expenses 100.00 100.00 0.00 10 R2133, Office Supplies & Stamps 0.00 100.00 -100.00 1 R2259, Refuse Removal 477.96 500.00 -22.04 6 R2366, Bullding Supplies 87.44 350.00 -262.56 2 R2534, Pay Telephone Expense 643.53 760.00 -116.47 8 R2535, Energy Expenses 0.00 1,000.00 -1,000.00 0.0% R2535E, Electrical Expenses 285.09 250.00 35.09 114.0% R2535, Energy Expenses - Other 794.21 -70.00 -170.70 8 R4048, Building Improvements 2,500.00 7,000.00 -4,500.00 -13,036.18	91.7% 0.0% 100.0% 0.0% 95.6% 25.0% 84.7%	
R2119, Publications 0.00 500.00 -500.00 R2121, Miscellaneous Expenses 100.00 100.00 0.00 10 R2133, Office Supplies & Stamps 0.00 100.00 -100.00 -100.00 R2259, Refuse Removal 477.96 500.00 -22.04 9 R2366, Building Supplies 87.44 350.00 -262.56 2 R2534, Pay Telephone Expense 643.53 760.00 -116.47 8 R2535, Energy Expenses 0.00 1,000.00 -1,000.00 0.0% R2535E, Electrical Expenses 285.09 250.00 35.09 114.0% R2535, Energy Expenses - Other 794.21 -170.70 8 Total R2535, Energy Expenses 1,079.30 1,250.00 -170.70 8 R4048, Building Improvements 2,500.00 7,000.00 -4,500.00 -13,036.18	0.0% 100.0% 0.0% 95.6% 25.0% 84.7%	
R2121, Miscellaneous Expenses 100.00 100.00 0.00 100.00 R2133, Office Supplies & Stamps 0.00 100.00 -100.00 R2259, Refuse Removal 477.96 500.00 -22.04 6 R2366, Bullding Supplies 87.44 350.00 -262.56 2 R2534, Pay Telephone Expenses 643.53 760.00 -116.47 8 R2535, Energy Expenses 8 1,000.00 -1,000.00 0.0% R2535E, Electrical Expenses 285.09 250.00 35.09 114.0% R2535, Energy Expenses - Other 794.21 -70.00 -170.70 8 R4048, Building Improvements 2,500.00 7,000.00 -4,500.00 -13,036.18	00.0% 0.0% 95.6% 25.0% 84.7%	
R2133, Office Supplies & Stamps 0.00 100.00 -100.00 R2259, Refuse Removal 477.96 500.00 -22.04 6 R2366, Building Supplies 87.44 350.00 -262.56 2 R2534, Pay Telephone Expense 643.53 760.00 -116.47 8 R2535, Energy Expenses 0.00 1,000.00 -1,000.00 0.0% R2535G, Butane Gas Expenses 285.09 250.00 35.09 114.0% R2535, Energy Expenses - Other 794.21 -170.70 8 Total R2535, Energy Expenses 1,079.30 1,250.00 -170.70 8 R4048, Building Improvements 2,500.00 7,000.00 -4,500.00 -13,036.18	0.0% 95.6% 25.0% 84.7%	
R2259, Refuse Removal 477.96 500.00 -22.04 500.00 -22.04 500.00 -262.56 200.00 262.56 200.00 262.56 200.00 262.56 200.00 262.56 200.00 262.56 200.00 262.56 200.00 262.56 200.00 262.56 200.00 262.56 200.00 262.56 200.00 262.56 200.00 262.56 200.00 200.00 262.56 200.00 <	95.6% 25.0% 84.7% 86.3%	
R2534, Pay Telephone Expense 643.53 760.00 -116.47 8 R2535, Energy Expenses 0.00 1,000.00 -1,000.00 0.0% R2535G, Butane Gas Expenses 285.09 250.00 35.09 114.0% R2535, Energy Expenses - Other 794.21 -170.70 8 Total R2535, Energy Expenses 1,079.30 1,250.00 -170.70 8 R4048, Building Improvements 2,500.00 7,000.00 -4,500.00 3 Total Recreational Expenses 19,120.82 32,157.00 -13,036.18	84.7% 86.3%	
R2535, Energy Expenses R2535E, Electrical Expenses 0.00 1,000.00 -1,000.00 0.0% R2535G, Butane Gas Expenses 285.09 250.00 35.09 114.0% R2535, Energy Expenses - Other 794.21 -170.70 8 Total R2535, Energy Expenses 1,079.30 1,250.00 -170.70 8 R4048, Building Improvements 2,500.00 7,000.00 -4,500.00 3 Total Recreational Expenses 19,120.82 32,157.00 -13,036.18	86.3%	
R2535E, Electrical Expenses 0.00 1,000.00 -1,000.00 0.0% R2535G, Butane Gas Expenses 285.09 250.00 35.09 114.0% R2535, Energy Expenses - Other 794.21 -170.70 8 Total R2535, Energy Expenses 1,079.30 1,250.00 -170.70 8 R4048, Building Improvements 2,500.00 7,000.00 -4,500.00 3 Total Recreational Expenses 19,120.82 32,157.00 -13,036.18		
R2535G, Butane Gas Expenses 285.09 250.00 35.09 114.0% R2535, Energy Expenses - Other 794.21 -170.70 8 Total R2535, Energy Expenses 1,079.30 1,250.00 -170.70 8 R4048, Building Improvements 2,500.00 7,000.00 -4,500.00 3 Total Recreational Expenses 19,120.82 32,157.00 -13,036.18		
R2535, Energy Expenses - Other 794.21 Total R2535, Energy Expenses 1,079.30 1,250.00 -170.70 8 R4048, Building Improvements 2,500.00 7,000.00 -4,500.00 3 Total Recreational Expenses 19,120.82 32,157.00 -13,036.18		
Total R2535, Energy Expenses 1,079.30 1,250.00 -170.70 8 R4048, Building Improvements 2,500.00 7,000.00 -4,500.00 3 Total Recreational Expenses 19,120.82 32,157.00 -13,036.18		
R4048, Building Improvements 2,500.00 7,000.00 -4,500.00 3 Total Recreational Expenses 19,120.82 32,157.00 -13,036.18		
Total Recreational Expenses 19,120.82 32,157.00 -13,036.18		
, ·	35.7%	
Roads & Easements Expenses		59.5%
E1028, Maint. Mgr. wages 225.00 5,500.00 -5,275.00	4.1%	
= 4.6.4 MIA.3	34.2%	
	16.8%	
	0.0%	
	25.1% 84.6%	
	04.0 %	22.20
		33.3%
Water Capital improve'ts Exp. H2049 Meeting & Hearing expense 3.00 400.00 -397.00	0.00	
	0.8%	
	91.7% 98.8%	
H2713, Project Improvements	90.076	
H2713CP, System improvements 8,181.10 60,000.00 -51,818.90 13.6%		
H2713, Project Improvements - Other 3,000.00		
Total H2713, Project Improvements 11,181.10 60,000.00 -48,818.90 1	18.6%	
H4169UT, Priority Improvements		
H4169NW, New Weli 10,461.62 40,000.00 -29,538.38 26.2%		
H4169VR, Vaive Replacement 23,790.20 16,000.00 7,790.20 148.7% H4169UT, Priority improvements - Other 430.00		

11:14 AM 06/15/03 **Accrual Basis**

	Jul '02 - May 03	Budget	\$ Over Budget	% of Budget
Totai H4169UT, Priority Improvements	34,681.82	56,000.00	-21,318.18	61.9%
Total Water Capital Improve'ts Exp.	48,110.92	118,824.00	-70,713.08	40.5
Water Operating Expenses				
W1028, Maint. Mgr. Wages	15,622.50	20,625.00	-5,002.50	75.7%
W1073, Extra Hire Wages	1,711.08	3,000.00	-1,288.92	57.0%
W1404, FICA	2,459.58	1,810.00	649.58	135.9%
W1506, Medical benefits	·		3 /3.53	100.070
W1506CPSh	-1,757.82			
W1506, Medical benefits - Other	2,893.94			
Total W1506, Medical benefits	1,136.12			
W1701, Work. Comp.Insurance	3,656.19	3,000.00	656.19	121.9%
W2049, Conferences & Training	215.00	400.00	-185.00	53.8%
W2058, Annual Permit Fee	1,889. 0 0	1,88 3 .00	6.00	100.3%
W2077, Routine Repairs	9,388.48	5,000.00	4.388.48	187.8%
W2115, Chemicals I Testing	3,724.98	5,000.00	-1,275.02	74.5%
W2117, Adminsitrative Fees	19,250.00	21,000.00	-1,750,00	91.7%
W2121, Miscellaneous Expenses	687.93	1,000.00	-312.07	68.8%
W2130, Postage & Shipping	659.70	1,500.00	-840.30	44.0%
W2133, Office Supplies	1,953.48	1,000.00	953.48	195.3%
W2325, Contract Services	15,954.2 4	5, 0 00.00	10,954.24	319.1%
W2479, Travel allowance	1,000.0 0	1,500.00	-500. 0 0	66.7%
W2534, Telephone Relay Expense	417.37	600. 0 0	-182.63	69.6%
W2535, Electrical Service	5,472.43	7,000.00	-1,527.57	78.2%
Total Water Operating Expenses	85,198.08	79,318.00	5,880.08	107.49
Total Expense	188,273.36	323,466.00	-135,192.64	58.29
t Income	23,092.85	-86,974.15	110,067.00	-26.69

OFFICIAL MINUTES OF THE

MUIR BEACH COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS PUBLIC HEARING

HELD ON TUESDAY, MAY 20, 2003

Directors present: President Shaffer; Directors: Hills, Kamradt, and Ostroff. Director Rudnick arrived at 7:20 pm

Call to order: President Shaffer called the public hearing to order at 7:12 pm and stipulated the purpose of I. the meeting is to hear resident comments on the proposed Resolution 2003-04-23-01 which proposes regulations for the development and maintenance of the District's Park Land in the Seacape Subdivision Park Area and the pedestrian trail within the Park Area. He then said Director Hills would list the names of persons wishing to speak and that the speakers would be called in the order received. He also requested that in the interest of time and expediency the speakers be as brief as possible and avoid repeating comments.

Director Hills then distributed maps of the Park Area to the Directors and made copies available for members of the audience.

- II. Receipt of relevant correspondence: The G. M. reported that nine (9) letters have been received in reference to the subject Resolution and gave the Directors copies of the letters. The G. M. noted that six (6) of the letters were generally in opposition to the Resolution, particularly in so far as the resident landscaping, two (2) were generally for the Resolution, one (1) preferred that everything remain as it is, and one (1) requested more maintenance of the pedestrian trail,
- Public Comment: President Shaffer then opened the meeting for public comment: III.
 - Resident Dave MacKenzie noted that the posted Agenda contained an error in that the Heading A. stated Wednesday, May 20, 2003, when it should have been Tuesday, May 20, 2003 and that this resulted in some people not attending. President Shaffer noted that the original notices of the hearing had specified Tuesday and that the May 20 date was correct.
 - Resident Hataway Watson offered opposition to the relocation of the pedestrian trail to the center В. of the Park Area.
 - C. Resident Ed Hyman offered support of preserving the natural landscaping, emphasized the history of the District keeping the pedestrian trail open to everyone and the Board's responsibility to protect the public domain.

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- Anna Tom offered support for maintaining the natural landscape and having the pedestrian trail D. situated as close as possible to the center of the Park Area as this does not favor one owner over another and offers the maximum privacy to each adjacent property.
- Andre Gros-Balthazard indicated his opposition to having any landscaping of the Park Area by the E. adjacent land owners, indicating that this is equivalent to giving them additional property at the expense of the community.
- Tony Mekesich support Ed Hyman's comments regarding natural landscape and favored centering F. the pedestrian trail between the houses.
- G. Dave MacKenzie noted that this is public land and should not be used for private land. He also felt the trail should go anywhere within the Park Area and there should be no resident landscaping of the area.
- H. Bonnie MacKenzie felt that centering the pedestrian trail is disingenuous and that the trail should remain as it is or possibly centered between houses.
- Anna Toms repeated her comment that centering the pedestrian trail was the most fair for residents I. on both sides of the Park Area.
- Linda Hulley noted that the trail had gradually over time moved from the central area behind her J. property to almost adjacent to her property line and that it should be moved to the center area again.
- General discussion: At this point the general discussion became somewhat random with comments back and IV. forth as to centering the pedestrian trail within the Park Area, versus centering between the houses, while everyone was in opposition to having the adjacent owners receive permission to landscape any portion of the Park Area.
 - In response to the location of the pedestrian trail, the G. M. noted that he had consulted with five (5) A. different attorneys (at no cost to the District as they are friends from his community planning profession) and all concurred with the opinion that the most equitable and least offensive location of the trail is in the center area of the Park.
 - Director Kamradt pointed out that the District has had the Park boundary surveyed three (3) times, В. with guard markers placed adjacent to the property corners. However, each time several of the markers have been removed by persons unknown.

1	C. President Shaffer pointed out that the Lasky landscaping, which prior to the current construction on
2	their property significantly blocked pedestrian access. He also noted that the Lasky's have been
3	previously requested to remove the landscaping. He then went on to say that from the public input
4	it is obvious that the majority do not want the landscaping provisions of the Resolution approved.
5	V. Board's Decision: This was followed by additional general discussion and following a brief Board
6	discussion President Shaffer announced that approval of the Resolution was denied by consensus. Further,
7	that location of the trail to the center area of the Park would be accomplished over a period of time in a cost
8	efficient manner to be further discussed by the Board. Also, that the Lasky's would be notified that no
9	landscaping of the Park Area will be permitted. This was received happily by the members of the audience.
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11	It should be noted that Fire Chief John Sward indicated a preference that for fire protection, he would
12	prefer that the entire Park Area be properly mowed and maintained to eliminate potential fire debris hazards.
13	The meeting was adjourned at 8:24 P.M.
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14	These minutes were approved by the Muir Beach Community Services District Board of Directors, during
15	These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on
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OFFICIAL MINUTES OF THE

MUIR BEACH COMMUNITY SERVICES District

BOARD OF Directors PUBLIC HEARINGS AND REGULAR MEETING

HELD ON WEDNESDAY, MAY 28, 2003

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

I. Call to order: President Shaffer called the meeting to order at 7:13 pm.

II. Review and consideration of the May 28, 2003 Agenda. There was a brief discussion of the Agenda, and Director Kamradt moved to approve the Agenda as submitted; seconded by Director Hills, ayes all.

III. National Park Service: As there were no representatives from the National Park Service present, this item was closed without comment.

IV. Temporarily close the general meeting and open the first Public Hearing: President Shaffer announced that the general meeting is now temporarily closed and called the first public hearing to order at 7:15 pm stipulating the purpose of the meeting is to hear resident comments on the proposed Resolution 2002-12-11-01 which establishes an enforcement policy for water conservation. He then said Director Hills would list the names of persons wishing to speak and that the speakers would be called in the order received. He also requested that in the interest of time and expediency the speakers be as brief as possible and avoid repeating comments.

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Director Kamradt gave an overview as to why an enforcement policy is necessary. She pointed out that the Board had avoided this for the past two years, while negotiations were ongoing with the Technical Advisory Committee ("T. A. C."), which is required by the District Water Right Permit and is comprised of two District Directors and representatives from National Marine Fisheries ("N. M. F."), the National Park Service (N. P. S.), State Fish and Game ("S. F. & G"), and the State Parks ("S. P"), with N. P. S., S. F. & G., and S. P. being the original protestants to the District's water rights application. It was noted that the T. A. C. had originally wanted the District to reduce its water production (during the drought season) from 45,000 gallons per day ("g. p. d.") average to no more than 25,000 g. p. d. (a 44.4% reduction), however, after considerable negotiation the reduction was finally agree to as no more than 35,000 g. p. d. (a 22.2% reduction) during severe drought conditions which require an official notification to conserve being issued to the District residents. She then noted that the District did not want to become police or to have residents reporting on neighbors, and in that effort it has been agreed that residents would be able to use water as they prefer, providing they did not exceed the conservation guidelines and enforcement levels.

Director Rudnick then joined in to emphasize that the T. A. C. was firm on the need to have a water conservation enforcement policy.

Directors Hills and Ostroff then explained their research on the basic level for establishing enforcement, with a conclusion that use of more than 2,000 cubic feet of water per month (except for commercial activity) was excessive. Further that if this excessive use was eliminated, when combined with other voluntary conservation, the District water production would be sustainable at no more than 35,000 g. p. d..

The G. M. then pointed out that during last years drought season, which was the 3rd driest season in the past 50 years, the District had just barely been able to stay within the 35,000 g. p. d. limit. If it had not been for the voluntary efforts of the majority of residents, the District would have had shortages.

B. Public input: The floor was opened to public comment and

- 1. Resident Bruce Smith asked if there were provisions for emergencies, such as District and private water line breaks. The G. M. answered that both individual and District emergencies were valid considerations and that the District could receive temporary relief from the State Division of Water Rights during such conditions. President Shaffer noted that the District has an existing relief policy for residents experiencing substantial water losses from leaks in their private system,
- 2. Resident Richard Weiner asked if the conservation requirement would be in force for the entire summer. It was explained that the drought season begins in May and normally ends in October. Further, that severe conditions do not normally exist until late July or August and that an official conservation notice was only required when the stream flow in Redwood Creek declined to a level where the water flow was not continuous on the surface and a separation of ponds occurred to cause a reduction in the oxygen levels below sustaining aquatic life.
- 3. Resident Gary Friedman asked if the District had a problem in producing adequate water to meet resident demands. It was noted that the 35,000 g. p. d. limit might result in a need to modify the conservation enforcement level if all residents did not make an effort to conserve. However, this has not been indicated by the historical performance. Further, the

VII.

general conservation method of reducing per capita consumption from approximately 80 g, p, d, to 64 g, p, d, would place overall District safely within the 35,000 g, p, d, limit.

- A. Resident Tayeko Kaufman asked if the District has considered additional water storage, and the possibility of financing additional storage while interest rates are low. It was explained that various storage additions have been considered, and that an additional 100,000 gallons of storage is currently planned. However, storage adequate to substantially replace District well production during the drought season was too great to consider, as it would be more than 1,000,000 gallons. There is not adequate land for this amount of storage and there are some health maintenance problems with excessive storage. However, if funds were available through grants or other outside sources, volumes greater than the planned 100,000 gallons addition will be considered.
- 5. Resident Anna Tom asked if the 35,000 g. p. d. was adequate for the possible new construction in the District. It was explained that the overall growth of the District was very limited and that the water permit conditions are adequate for the few additional homes that may be constructed, under the current conditions.

This was followed by a short random general discussion until President Shaffer called for an action by the Board.

- V. Board's Decision: Director Kamradt, noting that there seems to be a good understanding of the need for the Resolution moved to approve the Resolution as written, seconded by Director Rudnick, ayes all.
- VI. President Shaffer closed the first Public Hearing at 20:12 and
 - President Shaffer opened the second Public Hearing, stipulating the purpose of the meeting is to hear resident comments on the proposed Ordinance 2003-02-26-01 which proposes to increase the District water rates, and noted that the comments from the residents should follow the guidelines previously set

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Director Ostroff then distributed summary tables offering a comparison of the proposed new rates to the existing rates, pointing out that the rates have not changed since fall of 1992. He went on to explain that while the minimum new rates experienced a 42.9% increase, the general increase averaged approximately 32%. He then gave a summary of the efforts to arrive at a reasonable increase while answering the continual and increasing income shortfall in water revenues that have resulted in a water department debt of more than \$30,000 to the general funds, and an anticipated increase in that debt of more than \$25,000 by the end of the current fiscal year. He noted that even the new rates may not be adequate to return the water operations to a self sustaining condition.

- A. Resident Kathy Sward complemented the Board, but wondered if the increase shouldn't be more to assure that water operations are self sustaining. This was followed by a general discussion and it was pointed out that the District Water Right permit requires an annual review of water rates that will improve the Board's supervision of the rates.
- B. Resident Richard Kohn complimented the Board on their efforts, but questioned the new rate schedule. He submitted a suggestion for an alternative rate schedule, indicating that he did not have the historical information used by the Board. It was noted that distribution of detailed historical information on water use and billing was not generally available to the public due to possible violations of individual privacy. Further, Director Ostroff explained that he had considered numerous alternatives, in addition to the numerous alternatives that the G. M. had forwarded to the Board, and that the current schedule resulted in the most even distribution of price increases, without distortions that other alternatives seemed to have.
- C. Resident Ed Hyman complimented the Board on its efforts and said the greater increase in the lower rates improved the fairness in allocating the costs of water service by somewhat eliminating

the unjustified subsidy of the lower consumption levels. He noted that everyone should be responsible for paying the fair cost of water service.

- D. This was followed by a general discussion of the need for more income and the merits of the proposed rates. After permitting the general discussion to continue for a reasonable period,

 President Shaffer announced that there seems to be a general agreement for the new water rates, with an annual review. He then called for a decision by the Board.
- VIII. Director Hills then *moved* to approve Ordinance 2003-02-26-01 as written, seconded by Director Rudnick, ayes all.
- IX. President Shaffer called the second Public Hearing to a close at 9:01 pm and announced a brief coffee break.
- X. President Shaffer called the general meeting back to order at 9:26 pm. Director Kamradt left during the coffee break at 9:09 pm due to another commitment.
- XI. Bills to be paid: there was a brief review of the Bills to be Paid Report and Director Hills moved to approve the report as submitted, including \$1,575 in capital improvement expenses and \$9,686.18 in general fund expenses for a total of \$11,261.18 in bills paid, seconded by Director Ostroff, ayes all.
- XII. Fire Department: Chief Sward said there was no special report and indicated that despite poor weather the annual bar b que seemed to be a success.

XIII. General managers report;

- A. Administration; The G. M. forwarded copies of the County's independent audit of the District's fiscal year 1995-96 and further consideration was deferred to a later date.
 - Continued audits: Directors Hills and Ostroff agreed to assist the G. M. in searching for a new independent auditor and interviewing the various firms suggested by the County auditor's office.

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1	2. 2003-04 budget. Director Ains and Ostron agreed to Join the G. Mr. in developing the
2	required budget for fiscal year 2003-04.
3	B. Roads and easements: Consideration of this was deferred to the next Board meeting.
4	C. Water operations: following a brief discussion, further consideration was deferred to the next
5	regular meeting.
6	D. Public open time: President Shaffer mentioned that Harvey Pearlman has returned and will be the
7	active maintenance manger in July. He then suggested that the Board have a closed personnel
8	meeting prior to the next regular meeting, to discuss Harvey's return and the contract for
9	management services with ABC Consultants. The other members concurred.
0	XIV. Review of the draft minutes for the Board meeting on April 23, 2003. Following a brief discussion,
1	Director Rudnick moved to approve these minutes as written, seconded by Director Hills, ayes all.
2	XV. Next meeting date. President Shaffer noted that he would be out of town on June 25 and suggested the
13	alternate date of June 18. All members concurred. The next meeting date is Wednesday, June 18, 2003.
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15	The meeting adjourned at 9:42 pm.
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17	These minutes were approved by the Muir Beach Community Services District Board of Directors, during
18	their meeting on
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21	Peter Rudnick, Board President Donovan Macfarlane, Secretary
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TABLE OF CONTENTS FOR THE

BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE

MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, JULY 23, 2003

IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE TO BEGIN FOLLOWING A CLOSED PERSONNEL MEETING. THAT WILL BEGIN AT 6:00 P.M.

DESCRIPTION PAGES
Agenda for the Regular Meeting
Bills to be Paid Report for 06/01/03 through 06/30/03 5 - 6
District Fiscal Consolidated Balance Sheet as of June 30, 2003
Monthly Income versus Expenses Summary report for June 2003
Detailed Monthly Income versus Expenses Summary report for June 2003 9 - 10
Summary Profit & Loss Budget Versus Actual, year to date
Detailed Profit & Loss Budget Versus Actual, year to date
Suggested Budget for Fiscal Year 2003 - 04
Draft Minutes of the June 18, 2003 Board Meeting
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AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR BOARD MEETING AND TWO PUBLIC HEARINGS ON WEDNESDAY, JULY 23, 2003. A CLOSED PERSONNEL MEETING WILL BEGIN AT 6:00 P.M. AND THE REGULAR MEETING WILL BEGIN AFTER THE CLOSED MEETING IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

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

- Call the closed meeting to order: President Shaffer will call the closed meeting to order and begin I. discussion of personnel evaluations and the contract for management services with ABC Consultants, Inc. which expired on June 30, 2003. Decisions reached during the closed meeting will be announced at the opening of the following general meeting.
- President Shaffer will call the general meeting to order, and announce any decisions reached during the closed personnel meeting. 7:10 No decisions meet again & sep-date. II.
- Review and consideration of the July 23, 2003 Agenda. Agenda items may be deleted, postponed, III. 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, Leighton all

 Supervisor Kinsey has requested a few minutes to give an update on county items of interest to the District. Move fo and floating IV.
- 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 Jem VIC-
- Bills to be paid. The Board will consider payment approval of the bills received requesting payment VI. during the June 1 through June 30, 2003. Deb./Linght - all.
- VII. Fire Department, Emergency Disaster Committee: Chief Sward will offer a report on the Department's activities since the last Board meeting. Nove flow from Turney from the August 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.
 - **Administration:** There are several administrative matters requiring Board attention:
- Independent County Audit: The Board tabled consideration of the County's independent audit report, for consideration during tonight's meeting. Out of 2.
 - Budget for fiscal year 2003-04: A copy of the suggested budget for Fiscal Year 2003-04, as considered by Directors Hills and Ostroff, with the G. M. are contained in the Board information packet. Director Hills and Ostroff will offer their comments to Board. The G. M. is recommending adoption of the budget as submitted.
 - 3. New Marin County Service Charges: Marin County has notified the District that the following new charges will be applicable to the District, as a result of the changes in County income due to the State's budget problems, and the low interest rates on the District's general fund depository that no longer offset the County expenses.
 - Legal fees: the District will be charged for all legal services, in accord with the a. rates currently existing.
 - Payroll: The county will charge the District for this service. No estimate has b. been offered, as it will be determined with the first month's payroll. The District has the option of doing its own payroll or retaining an alternative

payroll service such as the Intuit Payroll service. As the District's payroll is small, there are some advantages to having the District prepare its own payroll and reporting requirements.

E. R. A. F. refunds: Subsequent to the States implementation of the E. R. A. F. Tax transfer, the District has annually received a partial refund of the tax transfer. Last year, the refund was more than \$10,000. Due to the State's deficit, future refunds are questionable and there is a possibility that an additional taking of tax revenues may occur. Until the State budget is adopted, there is considerable indecision as to the overall tax income for the District. The proposed budget's tax revenue is projected on a continuation of the normal property tax revenue and increase, without an inclusion for E. R. A. F. refunds.

d. County Depository: As of this date, there have been no indications that the County will charge for the handling of the District's general revenue funds on deposit with the County and dispersed through the County. However, it is my understanding that charges may be required if the State budget severely reduces the County's general income.

Roads and Easements:

Director Hills will give a report to the Board regarding his physical survey of the proposed pedestrian trail in the Seacape Park area, and as suggested by Director Hills park trail consultant. Last Monday - shap porture - though shape to start the start of the Solid means to some Director Hills will also give a report on his efforts to resolve the Lasky encroachment.

Constraint on user of trail means of the start of the s

District Park between Seacape drive and the Muir Beach overlook are of N./P. S. I have requested Jennifer Vic, from N. P. S., to review this matter in regard to the District's understanding of the N. P. S. desire to avoid an alternative access to the Overlook that will negate their ability to close the access during the evening hours. the warn't important with wee, the.

A delay in receiving proposals for mitigating the District encroachment in the Ahab/Sunset Way pedestrian easement has been implemented to permit possible proposals from local contractors that have been on vacation. Proposals for the work should be ready for consideration during the next Board meeting. Estimated funds for the project have been included in the suggested budget for fiscal year 2003-04.

Wordfu t content the Lught and Many will content Consideration of a resident paid fire turnaround at the terminal end of Cove Lane, has been requested for Board consideration. At the more to and the plan.

Flo Hess has requested an update on the Board's consideration of the private drive serving the residents between Sunset Way and Seacape Drive off Shoreline Highway (commonly known as White Way or the Great White Way). Some years ago, these residents requested the District take over maintenance of this area. The Board said it might consider this if the roadway was improved to meet current District standards. As time passed the consideration that this drive served no general public use, did not have a water main function and did not offer a pedestrian use for the general public. As a consequence this area is not suitable for public agency use and maintenance.

Don't do The lighting of the pedestrian way from Sunset Way to the community center should be completed by the time of the Board meeting. This work has been done under Roads and Easements as it serves as a general pedestrian way.

WATER OPERATIONS:

- 1. Coliform tests taken during June were free of bacteria.
- 2. Gross water billing for the 0523/02 through 0623/03 billing period was \$6,319.83

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including \$63.39 in late payment penalties and \$3.28 in interest charges. The monthly consumption surcharge for this period totaled \$1,596.03.

The new billing rates were implemented for this billing. Under the old rates, the water 3. service would have totaled \$4,800.76 and the consumption surcharge \$1,200.19. The increased rates resulted in an overall average increase of 31.64%.

The table below tabulates the water production for the period May 23, 2002 to June 23, 2003

Total volume of water measured through the master meter =	967,405 gallons
Average daily pumping rate	31,207 gallons
Highest pumping day was on 6/02/03 and volume pumped =	43,900 gallons
Lowest pumping day was on 6/11/03 and volume pumped =	21,250 gallons
Total volume billed through service meters =	849,671 gallons
Gross unaccounted for water loss =	117,734 gallons
Estimated un-metered maintenance use ¹	2,000 gallons
Estimated leak repair losses ¹	2,000 gallons
Net unaccounted for water loss 11.76%)	113,734 gallons
Average daily customer consumption per meter =	82 gallons
Average service billing =	\$41.00

Maintenance use and leak losses estimated from tank level differentials. The unaccounted for water loss of greater than 10% indicates a possible system water leak. Efforts to locate a leak are in effect.

D. Capital Improvements: DCV Consultants has submitted their proposal for preparing the plans and specifications for the well site improvements. Copies of their proposal are submitted to the Directors under separate cover.

Recreation: There are several items regarding recreation and the community center that need

Board consideration:

The basketball facility on the Starbuck Drive cull de sac is in poor condition and represents a potential hazard to vehicles parking beneath it during high winds. Several years ago, Gordon Bennett donated tickets to be sold for funds reserved for basketball facilities. These funds have never been used (approximately \$200), and it is recommended that the funds now be used to purchase a standard movable (they can be fixed in place) basketball backboard and net to replace the existing one of the Starbuck Drive cull de sac. These are offered for sale at several of the large sporting goods stores for approximately \$200.

The lighting from Seacape Drive to the community center entrance is in need of substantial repair and/or replacement. The wiring is undersized, several of the lighting fixtures are beyond repair and most of the lighting poles are no longer safe for continued use.

The entry stairs to the community center are in poor condition and in need of repair or replacement. Supervisor Kinsey has offered a \$10,000 grant to assist in improving these stairs. However, the estimated cost is \$15,000 to \$20,000 depending on the materials and construction methods used. It is recommended that the District accept Supervisor Kinsey's offer and supplement the funds from District revenues.

E.

The handicap walkway is in need of substantial repair.

- The interior lighting of the main room is in need of repair and improvement. It has 5. been determined that the wiring for this lighting is undersized and presents a possible fire hazard. Blog will look for community suited.
- The exterior siding of the building needs repair in several areas. 6.
- 7. The community center roof is beyond its life expectancy, leaks in some areas and has several areas that show signs of substantial deterioration.
- 8. The door to the copy room is in need of substantial repair and/or replacement. I suggest replacing the sliding door with a regular door and windows, versus the sliding door that is easily mad insecure.

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

PUBLIC OPEN TIME: California State Law prohibits Board action on any item, within its IX. 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; $\bar{2}$) 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.

XI. Next meeting date: August 27, 2003 is the fourth Wednesday in the month of August.

G:23

ADJOURNMENT OR CONTINUATION

Closed sussin

1/2 4 4 2003

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 06/01/03 THROUGH 06/30/03

DESCRIPTION

FUND AMOUNT

USE

CODE

VENDER NAME

A FUDELY HAMIE	OODL	DESCRIFTION	LOND	AMOUNT
		PITAL IMPROVEMENT EXPENSES		
Marin County	2352	Tax collection fees	C	\$341.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	\$175.00
DCV Consultants	4169	Consulting services on new well May Invoice	В	\$660.00
Weeks Well Drilling	4169	Seal abandoned well in accord with EH reg's	В	\$3,500.00
		TOTAL WATER CAPITAL IMPROVMENT EXP	ENSES =	\$4,676.00
	ADMINISTRATI	ON EXPENSES, DIVISION CODE 9236		
Kinko's	2049	Board meetig packets	Р	50.73
ABC Consultants, Inc.	2117	Administrative fees paid this month	 	600.00
Costco	2133	Copy paper	P	19.87
ABC Consultants, Inc.	2479	Travel allowance paid for last month	В	145.59
At&T	2534	415-388-7804 toll calls	В	
Cingular	2534	Cell phone paid this month	<u>В</u>	39.28
Cingular	2534	Sales tax on new phone	Р	7.23
Pacific Bell	2534	707-643-1143 paid this month	B	19.81
Pacific Bell	2534	415-388-7804 paid this month	В	82.50
raciile Deii	1 2004	TOTAL G&A EXP		
		TOTAL GOA EAF	LNOLO -	\$300.01
	FIRE DIVISIO	N EXPENSES, DIVISION CODE 9240		
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	225.00
Pacific Bell	4827	Fire station phone paid this month	 B	62.70
Michael Moore	2077	Chipper equipment expenses	В	619.13
		TOTAL FIRE EXP	ENSES =	
	DEADE (T.O.)			·
0.00		N EXPENSES, DIVISION CODE 9239		1
Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	53.82
Salvador Gonzales	1073	Extra Hire wages paid this month	С	121.11
Juana Gonzales				
<u> </u>	1077	Janitorial wages paid this month	С	
	1701	Workers Comp. Insurance 2nd Quarter	C B	257.93
ABC Consultants, Inc.	1701 2117	Workers Comp. Insurance 2nd Quarter Administrative fees paid this month	С В В	257.93 500.00
ABC Consultants, Inc. Costco	1701 2117 2366	Workers Comp. Insurance 2nd Quarter Administrative fees paid this month Paper towels, toilet paper	C B B	257.93 500.00 31.09
ABC Consultants, Inc. Costco Pacific Bell	1701 2117 2366 2534	Workers Comp. Insurance 2nd Quarter Administrative fees paid this month Paper towels, toilet paper Community Centerpay phone paid this month	C B B P P	257.93 500.00 31.09
ABC Consultants, Inc. Costco Pacific Bell Pacific Gas & Electric	1701 2117 2366 2534 2535	Workers Comp. Insurance 2nd Quarter Administrative fees paid this month Paper towels, toilet paper Community Centerpay phone paid this month Community Center electric paid this month	C B B P B	257.93 500.00 31.09 53.33
ABC Consultants, Inc. Costco Pacific Bell Pacific Gas & Electric Bell's market	1701 2117 2366 2534 2535 2041BI	Workers Comp. Insurance 2nd Quarter Administrative fees paid this month Paper towels, toilet paper Community Centerpay phone paid this month Community Center electric paid this month Misc. Bistro supplies purchased this month	C B B P B B	257.93 500.00 31.09 53.33 73.79
ABC Consultants, Inc. Costco Pacific Bell Pacific Gas & Electric Bell's market	1701 2117 2366 2534 2535	Workers Comp. Insurance 2nd Quarter Administrative fees paid this month Paper towels, toilet paper Community Centerpay phone paid this month Community Center electric paid this month	C B B P B	257.93 500.00 31.09 53.33 73.79 9.49
ABC Consultants, Inc. Costco Pacific Bell Pacific Gas & Electric Bell's market Lonna Richmond	1701 2117 2366 2534 2535 2041BI	Workers Comp. Insurance 2nd Quarter Administrative fees paid this month Paper towels, toilet paper Community Centerpay phone paid this month Community Center electric paid this month Misc. Bistro supplies purchased this month Bistro wages paid this month Bistro pastries purchased this month	C B B B P C P	257.93 500.00 31.09 53.33 73.79 9.49 145.33
Costco Pacific Bell Pacific Gas & Electric Bell's market Lonna Richmond	1701 2117 2366 2534 2535 2041BI 2041BI	Workers Comp. Insurance 2nd Quarter Administrative fees paid this month Paper towels, toilet paper Community Centerpay phone paid this month Community Center electric paid this month Misc. Bistro supplies purchased this month Bistro wages paid this month	C B B B P C P	310.04 257.93 500.00 31.09 53.33 73.79 9.49 145.33 15.00 \$1,570.93
ABC Consultants, Inc. Costco Pacific Bell Pacific Gas & Electric Bell's market Lonna Richmond Nancy Knox	1701 2117 2366 2534 2535 2041BI 2041BI 2041BI	Workers Comp. Insurance 2nd Quarter Administrative fees paid this month Paper towels, toilet paper Community Centerpay phone paid this month Community Center electric paid this month Misc. Bistro supplies purchased this month Bistro wages paid this month Bistro pastries purchased this month TOTAL RECREATION EXP	C B B B P C P	257.93 500.00 31.09 53.33 73.79 9.49 145.33 15.00
ABC Consultants, Inc. Costco Pacific Bell Pacific Gas & Electric Bell's market Lonna Richmond Nancy Knox	1701 2117 2366 2534 2535 2041BI 2041BI 2041BI	Workers Comp. Insurance 2nd Quarter Administrative fees paid this month Paper towels, toilet paper Community Centerpay phone paid this month Community Center electric paid this month Misc. Bistro supplies purchased this month Bistro wages paid this month Bistro pastries purchased this month TOTAL RECREATION EXP	C B B P B C P ENSES =	257.93 500.00 31.09 53.33 73.79 9.49 145.33
ABC Consultants, Inc. Costco Pacific Bell Pacific Gas & Electric Bell's market Lonna Richmond Nancy Knox Re Sutton Freebairn-Smith	1701 2117 2366 2534 2535 2041BI 2041BI 2041BI OADS & EASEM	Workers Comp. Insurance 2nd Quarter Administrative fees paid this month Paper towels, toilet paper Community Centerpay phone paid this month Community Center electric paid this month Misc. Bistro supplies purchased this month Bistro wages paid this month Bistro pastries purchased this month TOTAL RECREATION EXP ENT EXPENSES, DIVISION CODE 9237 Maint. manager wages paid this month	C B B P B C P ENSES =	257.93 500.00 31.09 53.33 73.79 9.49 145.33 15.00 \$1,570.93
ABC Consultants, Inc. Costco Pacific Bell Pacific Gas & Electric Bell's market Lonna Richmond Nancy Knox	1701 2117 2366 2534 2535 2041BI 2041BI 2041BI	Workers Comp. Insurance 2nd Quarter Administrative fees paid this month Paper towels, toilet paper Community Centerpay phone paid this month Community Center electric paid this month Misc. Bistro supplies purchased this month Bistro wages paid this month Bistro pastries purchased this month TOTAL RECREATION EXP	C B B P B C P ENSES =	257.93 500.00 31.09 53.33 73.79 9.49 145.33 15.00

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 06/01/03 THROUGH 06/30/03

	ER DIVISI	ON EXPENSES, DIVISION CODE 9238		
Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	С	1,076.50
Salvador Gonzales	1073	Extra Hire wages paid this month	С	
www.Tonerrefillkits.com	2130	Printer & copier toner kits	С	53.84
State Comp. Insurance	1701	Workers Comp. Insurance 2nd Quarter	В	1,427.49
Forster Pump & Engineering, Inc.	2077	Filter repairs	В	155.56
Herb's Pool Service	2115	Chlorine supplies	В	47.19
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	800.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	В	950.00
USPO	2130	Postage	P	142.90
Sutton Freebairn-Smith	2479	Travel allowance paid this month	В	
Marin Cell U Phone	2534	Maint. Mgr's pager	В	9.95
Pacific Bell	2534	Upper tank phone relay paid this month	В	31.70
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	В	455.04
		TOTAL WATER E	XPENSES =	\$5,150.17
Pathways Institute	9255R	POSIT TRUST FUND TRANSACTIONS Refund rental security deposit	В	500.00
		TOTAL CHECKS ISSUED FROM TRU	ST FUNDS =	\$500.00
B = Paid thru Salomon depository C = Paid thru County depositories		TOTAL WATER CAPITAL IMPROVMENT E TOTAL GENERAL FUND E TOTAL CHECKS ISSUED FROM TRUE	XPENSES =	\$4,676.00 9,362.07 500.00
P = Paid thru Petty Cash Funds		TOTAL OF ALL CHECK		\$14,538.07
•				• •
The above bills were approved for payn	nent by the	Muir Beach Community Services District Box	ard of Directors	on
the day of		2002.		
MU	IR BEACH	COMMUNITY SERVICES DISTRICT		
Steven Shaffer, President	-	Do	onovan Macfarla	ne, Secretary

10:17 AM 07/20/03 Accrual Basis

Muir Beach Community Services District 2021-2003 Balance Sheet As of June 30, 2003

	Jun 30, 03
ASSETS	
Current Assets	
Checking/Savings Fund 428, County General Fund	37,478
Fund 429, County Investment Fun Capital Improvements	218,296
General Investments	77,626
Total Fund 429, County Investment Fun	295,922
Petty Cash Fund	-189
Salomon Smith Barney	
Fire Station Reserve	12,419
Firesafe marin	7,343
General Funds	5,211
Rental deposit trust	1,750
Shaffer CalPers Trust	518
Water Security Deposit Trust	6,300
West Marin Funds	7,788
Total Salomon Smith Barney	41,329
Total Checking/Savings	374,540
Accounts Receivable	
Receivables	15,550
Total Accounts Receivable	15,550
Total Current Assets	390,090
Fixed Assets A4048, Office Equipment	537
Total Fixed Assets	537
TOTAL ASSETS	390,627
LIABILITIES & EQUITY Liabilities	
Current Liabilities	
Other Current Liabilities	
1506CPSh Shaffer CalPers Trust	196
R9255R, Refundable deposits	1,990
W9025RD, Security deposits	6,800
Total Other Current Liabilities	8,986
Total Current Liabilities	8,986
Total Liabilities	8,986
Equity Retained Earnings	355,173
Retained Earnings	
Net Income	26,468
Total Equity	381,641
TOTAL LIABILITIES & EQUITY	390,627

3:17 PM 07/19/03 —ccrual Basis

Muir Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES

June 2003

	Jun 03
Income	
Administrative Income	2,099
Recreational Activities Inco	143
Water Capital Improvements	4,936
Water Operations Income	10,235
Total Income	17,413
Expense	
Administrative Expenses	965
Fire Operational Expenses	288
Firesafe Marin Grant Expen	619
Recreational Expenses	1,571
Roads & Easements Expens	769
Water Capital Improve'ts Exp.	4,676
Water Operating Expenses	5,150
Total Expense	_14,038
Net Income	3,375

Muir Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES June 2003

	Jun 03
Income Administrative Income	
A9001, General Tax Income	2 ,0 99
Total Administrative Income	2,099
Recreational Activities Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811TC, Tai Chi Income	53 90
Total R9811, Rec. Programs Income.	143
Total Recreational Activities Income	143
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income	2,333
H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	2,512 90
Total H9031, Water Surcharge Income	2,602
Total Water Capital Improvements Inco	4,936
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst	7
W9025LP, Late pay penalty	134
W9025, Water Service Income - Other	10,094 10,235
Total W9025, Water Service Income	10,233
Total Water Operations Income	10,235
Total Income	17,413
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2137, Copier Maint. Expenses A2479, Travel Expenses A2534, Telephone/Communications	51 600 20 146 149
Total Administrative Expenses	965
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	22 5 63
Total Fire Operational Expenses	288
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 chipper payroll F1404 FICA	
F2077 Misc. Expenses	250
Total F2077-Chipper grant program	250
Firesafe Marin Grant Expenses - Other	369
Total Firesafe Marin Grant Expenses	619
Recreational Expenses R1028, Maint. Mgr. Wages	50

3:17 PM 07/19/03 Accrual Basis

Muir Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES June 2003

	Jun 03
R1073, Janitorial wages	401
R1404, FICA	45
R1701, Work Comp Insurance	258
R2041, Rec. Program Expenses R2041BI, Bistro Expenses	159
Total R2041, Rec. Program Expenses	159
R2117, Administrative Expenses	50 0
R2366, Building Supplies	31
R2534, Pay Telephone Expense	53
R2535, Energy Expenses	74
Total Recreational Expenses	1,571
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	100
E1073, Extra Hire Wages	150 19
E1404, FICA E2117, Administrative Fees	5 0 0
Total Roads & Easements Expenses	769
•	.00
Water Capital Improve'ts Exp.	175
H2117, Administrative Fees H2352, County fees	341
H2713, Project Improvements	011
H2713CP, System Improvements	660
Total H2713, Project Improvements	660
H4169UT, Priority Improvements	
H4169NW, New Well	3,500
Total H4169UT, Priority Improvements	3,500
Total Water Capital Improve'ts Exp.	4,676
Water Operating Expenses	4.000
W1028, Maint. Mgr. Wages	1,077
W1073, Extra Hire Wages W1404, FICA	54
W1701, Work. Comp.Insurance	1,427
W2077, Routine Repairs	156
W2115, Chemicals I Testing	47
W2117, Adminsitrative Fees	1,750
W2133, Office Supplies	143 42
W2534, Telephone Relay Expense W2535, Electrical Service	455
	5,150
Total Water Operating Expenses	5,150
Total Expense	14,038
Net Income	3,375

10:44 AN 07/20/03 Accrual Basis

Muir Beach Community July 2002-2003 Profit & Loss Budget vs. Actual July 2002 through June 2003

	Jul '02 - Jun 03	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income	56,256	45,400	10,856	124%
Fire Operations Income	12,859	13,400	-541	96%
Firesafe Marin Grant Income	11,755	25,000	-13,245	47%
Recreational Activities Income	11,529	11,900	-371	97%
Water Capital Improvements Inco	77,580	72,875	4,705	106%
Water Operations Income	58,799	70,000	-11,201	84%
Total Income	228,779	238,575	-9,796	96%
Expense				
Administrative Expenses	14,274	24,030	-9,756	59%
Fire Operational Expenses	5,076	11,200	-6,124	45%
Firesafe Marin Grant Expenses	7,391	25,000	-17,609	30%
Recreational Expenses	20,692	32,157	-11,465	64%
Roads & Easements Expenses	11,743	32,937	-21,194	36%
Water Capital Improve'ts Exp.	52,787	118,824	-66,037	44%
Water Operating Expenses	90,348	79,318	11,030	114%
Total Expense	202,311	323,466	-121,155	63%
Net Income	26,468	-84,891	111,359	-31%

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

_	Jul '02 - Jun 03	Budget	\$ Over Budget	% of Budget	
Income Administrative Income A9001, General Tax Income A9203, Non Tax Income A9772, Copier Income Administrative Income - Other	56,237.86 0,00 3.25 15.00	43,800.00 1,600.00	12,437.86 -1,60 0 .00	128.4% 0.0%	
Total Administrative Income	56,256.11	45,400.00	10,856.11		123.9%
Fire Operations Income F9377, West Marin Funds F9763, Fire Assoc. Donations	8,500.00 4,359.00	8,300.00 5,100.00	200.00 -741.00	102.4% 85.5%	
Total Fire Operations Income	12,859.00	13,400.00	-541.00		96.0%
Firesafe Marin Grant Income F9811FM, Grant income Firesafe Marin Grant Income - Other	0.00 11,755,22	25,000.20	-25,000.20	0.0%	
Total Firesafe Marin Grant Income	11,755.22	25,000.20	-13,244.98		47.0%
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811CD, Com. Din. Income R9811CP, Child's Prog. Income R9811TC, Tai Chi Income R9811Y, Yoga Classes	8,862.50 1,292.12 0.00 190.98 1,057.50 125.00	7,000.00 1,400.00 2,000.00 230.00 1,120.00	1,862.50 -107.88 -2,000.00 -39.02 -62.50	92.3% 0.0% 83.0% 94.4%	
Total R9811, Rec. Programs Income.	2,665.60	4,750.00	-2,084.40	56.1%	
R9834, Res. Handbook Income	1.00	150.00	-149.00	0.7%	
Total Recreational Activities Income	11,529.10	11,900.00	-370.90		96.9%
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	57,590.75 13,628.08 795.47	55,875.00 13,000.00	1,715.75 628.08	103.1% 104.8%	
Total H9031, Water Surcharge Income	14,423.55	13,000.00	1,423.55	111.0%	
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest	4,1 60.09 1,4 06.06	4,000.00	160.09	104.0%	
Total H9377, Interest Earnings	5,566.15	4,000.00	1,566.15	139.2%	
Total Water Capital Improvements Inco	77,580.45	72,875.00	4,705.45		106.5%

Water Operations income W9025, Water Service Income

	Jul '02 - Jun 03	Budget	\$ Over Budget	% of Budget
W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	42.48 919.55 54,582.18	70,000.00	-15,417.82	78.0%
Total W9025, Water Service Income	55,544.21	70,000.00	-14,455.79	79.3%
W9772, Miscellaneous Income Water Operations Income - Other	3,150.15 105.00			
Total Water Operations Income	58,799.36	70,000.00	-11,200.64	84.0%
Total Income	228,779.24	238,575.20	-9,795.96	95.9%
Expense Administrative Expenses A1702, Unemployment Insurance A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2121, Miscellaneous Expenses A2129. Gen. Election expenses A2130, Mailing & Shipping Exp. A2133, Office Supplies A2137, Copier Maint. Expenses A2352, County Fees A2479, Travel Expenses A2534, Telephone/Communications A2713, Legal fees Total Administrative Expenses Fire Operational Expenses F2117, Administrative Fees	34.00 764.94 7,200.00 330.00 0.00 55.60 454.56 207.73 764.00 1,933.24 2,260.79 268.75 14,273.61	400.00 7,200.00 300.00 455.00 275.00 450.00 150.00 8,000.00 2,200.00 2,600.00 2,000.00 24,030.00	364.94 0.00 30.00 -455.00 -219.40 4.56 57.73 -7,236.00 -266.76 -339.21 -1,731.25 -9,756.39	191.2% 100.0% 110.0% 0.0% 20.2% 101.0% 138.5% 9.6% 87.9% 87.0% 13.4%
F4827, W. Marin Fund Expenses Total Fire Operational Expenses	2,376.08 5,076.08	8,500.00 11,200.00	-6,123.92 -6,123.92	28.0% 45.3%
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 chipper payroll F1404 FICA F2077 Misc, Expenses	5,563.93 292.24 1,166.53	25,000.00	-19,436.07	22.3%
Total F2077-Chipper grant program	7,022.70	25,000.00	-17,977.30	28.1%
Firesafe Marin Grant Expenses - Other	368.79			
Total Firesafe Marin Grant Expenses	7,391.49	25,000.00	-17,608.51	29.6%
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R1701, Work Comp Insurance	385.00 4,422.75 540.01 780.28	2,250.00 2,700.00 379.00 718.00	-1,865.00 1,722.75 161.01 62.28	17.1% 163.8% 142.5% 108.7%

	Jul '02 - Jun 03	Budget	\$ Over Budget	% of Budget	
R2041, Rec. Program Expenses R2041Bl, Bistro Expenses R2041CD, Com. Dinner Expenses R2041CP, Child's Program Exp. R2041TC, Tai Chi Expenses	2,671.27 0.00 0.00 846.00	2,100.00 600.00 200.00 1,400.00	571.27 -600.00 -200.00 -554.00	127.2% 0.0% 0.0% 60.4%	
Total R2041, Rec. Program Expenses	3,517.27	4,300.00	-782.73	81.8%	
R2077, Routine Repairs R2097, CC Ground Maintenance R2117, Administrative Expenses R2119, Publications R2121, Miscellaneous Expenses R2133, Office Supplies & Stamps R2259, Refuse Removal R2366, Building Supplies R2534, Pay Telephone Expense R2535, Energy Expenses R2535E, Electrical Expenses	0.00 0.00 6,000.00 0.00 100.00 0.00 477.96 118.53 696.86	5,000.00 250.00 6,000.00 500.00 100.00 500.00 350.00 760.00	-5,000.00 -250.00 0.00 -500.00 0.00 -100.00 -22.04 -231.47 -63.14	0.0% 0.0% 100.0% 0.0% 100.0% 95.6% 33.9% 91.7%	
R2535G, Butane Gas Expenses R2535, Energy Expenses - Other	285.09 868.00	250.00	35.09	114.0%	
Total R2535, Energy Expenses	1,153.09	1,250.00	-96.91	92.2%	
R4048, Building Improvements	2,500.00	7,000.00	-4,500.00	35.7%	
Total Recreational Expenses	20,691.75	32,157.00	-11,465.25		64.3%
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E1701, Work's. Comp. Insurance E2077, Road & Easement Repairs E2117, Administrative Fees	325.00 1,518.75 141.05 0.00 3,758.53 6,000.00	.5,500.00 4,000.00 727.00 1,210.00 15,000.00 6,500.00	-5,175.00 -2,481.25 -5 8 5.95 -1,210.00 -11,241.47 -500.00	5.9% 38.0% 19.4% 0.0% 25.1% 92.3%	
Total Roads & Easements Expenses	11,743.33	32,937.00	-21,193.67		35.7%
Water Capital Improve'ts Exp. H2049 Meeting & Hearing expense H2117, Administrative Fees H2352, County fees H2713, Project Improvements H2713CP, System Improvements H2713, Project Improvements - Other	3.00 2,100.00 660.75 8,841.10 3,000.00	400.00 2,100.00 324.00 60,000.00	-397.00 0.00 336. 7 5 -51,158.90	0.8% 100.0% 203.9%	
Total H2713, Project Improvements	11,841.10	60,000.00	-48.158.90	19.7%	
H4169UT, Priority Improvements H4169NW, New Well H4169VR, Valve Replacement H4169UT, Priority Improvements - Other	13,961.62 23,790.20 430.00	40,000.00 16,000.00	-26,038.3 8 7,790.20	34.9% 148.7%	

	Jul '02 - Jun 03	Budget	\$ Over Budget	% of Budget
Total H4169UT, Priority Improvements	38,181,82	56,000.00	-17,818.18	68.2%
Total Water Capital Improve'ts Exp.	52,786.67	118,824.00	-66,037.33	44.4
Water Operating Expenses				
W1028, Maint. Mgr. Wages	16,699.00	20,625.00	-3,926.00	81.0%
W1073, Extra Hire Wages	1,711.08	3,000.00	-1,288.92	57.0%
W1404, FICA	2,513.42	1,810.00	703.42	138.9%
W1506, Medical benefits	·	1,5 : 5 : 5 :		100.070
W1506CPSh	-1,757.82			
W1506, Medical benefits - Other	2,893.94			
Total W1506, Medical benefits	1,136.12			
W1701, Work. Comp.Insurance	5,083.68	3,000.00	2,083.68	169.5%
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	9.544.04	5,000.00	4.544.04	190.9%
W2115, Chemicals I Testing	3,772.17	5,000.00	-1.227.83	75.4%
W2117, Adminsitrative Fees	21.000.00	21,000.00	0.00	100.0%
W2121, Miscellaneous Expenses	687.93	1,000.00	-312.07	68.8%
W2130, Postage & Shipping	659,70	1.500.00	-840.30	44.0%
W2133, Office Supplies	2,096.38	1,000.00	1,096,38	209.6%
W2325, Contract Services	15,954.24	5,000.00	10,954.24	319.1%
W2479, Travel allowance	1,000.00	1,500.00	-500.00	66.7%
W2534, Telephone Relay Expense	459.02	600.00	-140.98	76.5%
W2535, Electrical Service	5,927.47	7,000.00	-1,072.53	84.7%
Total Water Operating Expenses	90,348.25	79,318.00	11,030.25	113.9
Total Expense	202,311.18	323,466.00	-121,154.82	62.5
et Income	26,46 8. 0 6	-84,890.80	111,358.86	-31.2

Muir Beach Community Services District 2003-2004 SUGGESTED BUDGET FOR FISCAL YEAR 2003-04

JULY 2003 - JUNE 2004

	Jul '04 - Jun 05	_
Income		
Administrative Income		
A9001, General Tax Income A9203, Non Tax Income	46,200.00 400.00	
Total Administrative Income	46,600.00	0
Fire Operations Income F9377, West Marin Funds	8,300.00	
Total Fire Operations Income	8,300.00	0
Firesafe Marin Grant Income Recreational Activities Income	15,000.00	0
R9255, CC Rental Income R9811, Rec. Programs Income.	9,000.00	
R9811BI, Bistro Income	1,300.00	
R9811CP, Child's Prog. Income	200.00	
R9811TC, Tai Chi Income	1,100.00	
Totał R9811, Rec. Programs Income.	2,600.00	
Total Recreational Activities Income	11,600.00	0
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income	55,900.00	
H9031, Consumption Surcharge	17,800.00	
H9031, Non District Surcharge	540.00	
Total H9031, Water Surcharge Income	18,340.00	
H9377, Interest Earnings		
H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest	3,0 0 0.00 900.00	
Total H9377, Interest Earnings	3,900.00	
Total Water Capital Improvements Inco	78,140.00	0
Water Operations Income W9025, Water Service Income	40.00	
W9025Int., Overdue bill interst	40.00 900.00	
W9025LP, Late pay penalty W9025, Water Service Income - Other	72,500.00	
Total W9025, Water Service Income	73,440.00	
Total Water Operations Income	73,440.00	0
Total Income	233,080.00	0
Expense		
Administrative Expenses	=== 00	
A2049, Conf., Mtgs. & Dues	750.00	
A2059, P & L Insurance	895.00 7.500.00	
A2117, Consulting Admin. Fees	7,500.00	
A2118, Independent Audit	1,200.00	
A2121, Miscellaneous Expenses	350.00	
A2129. Gen. Election expenses A2130, Mailing & Shipping Exp.	455.00 100.00	
A2130, Mailing & Shipping Exp. A2133, Office Supplies	650.00	
A2133, Office Supplies A2352, County Fees	1,200.00	
A2332, County rees A2479, Travel Expenses	2,100.00	
A2534, Telephone/Communications	2,850.00	
A2534, Telephone/Communications A2713, Legal fees	500.00	
Total Administrative Expenses	18,550.00	0
	•	

10:39 AM 07/20/03 Accrual Basis

Muir Beach Community Services District 2003-2004 SUGGESTED BUDGET FOR FISCAL YEAR 2003-04

JULY 2003 - JUNE 2004

	Jul '04 - Jun 05
Fire Operational Expenses	
F2059, P & L Insurance	3,233.00
F2117, Administrative Fees	2,700.00
F4827, W. Marin Fund Expenses	8,300.00
Total Fire Operational Expenses	14,233.00
Firesafe Marin Grant Expenses	
F2077-Chipper grant program	
F1073 chipper payroll	5,000.00
F1404 FICA	400.00
F2077 Misc. Expenses	1,000.00
F2077-Chipper grant program - Other	0.00
Total F2077-Chipper grant program	6,400.00
Total Firesafe Marin Grant Expenses	6,400.00
Recreational Expenses	
R1028, Maint. Mgr. Wages	500.00
R1073, Janitorial wages	4,600.00
R1404, FICA	352.00
R1701, Work Comp Insurance	1,000.00
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	2,800.00
R2041CP, Child's Program Exp.	200.00
R2041TC, Tai Chi Expenses	900.00
Total R2041, Rec. Program Expenses	3,900.00
R2059, P & L Insurance	974.00
R2077, Routine Repairs	1,000.00
R2097, CC Ground Maintenance	1,000.00
R2117, Administrative Expenses	6,200.00
R2121, Miscellaneous Expenses	100.00
R2259, Refuse Removal R2366, Building Supplies	480.00 200.00
R2534, Pay Telephone Expense	700.00
R2535, Energy Expenses	7 00.00
R2535E, Electrical Expenses	900.00
R2535G, Butane Gas Expenses	300.00
Total R2535, Energy Expenses	1,200.00
R4048, Building Improvements	5,000.00
Total Recreational Expenses	27,206.00
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	1,500.00
E1073, Extra Hire Wages	2,000.00
E1404, FICA	300.00
E1701, Work's. Comp. Insurance	400.00
E2059, P & L Insurance	423.00
E2077, Road & Easement Repairs	10,000.00
E2117, Administrative Fees	6,200.00
Total Roads & Easements Expenses	20,82 3 .00
Water Capital Improve'ts Exp.	***
H2059, P & L Insurance	3 22.00
H2117, Administrative Fees	3, 500.00
H2352, County fees	700.00
H2713, Project Improvements H2713CP, System Improvements	200,000.00
Total H2713, Project Improvements	200,000.00

10:39 AM 07/20/03 acrual Basis

Muir Beach Community Services District 2003-2004 SUGGESTED BUDGET FOR FISCAL YEAR 2003-04

JULY 2003 - JUNE 2004

_	Jul '04 - Jun 05
H4169UT, Priority Improvements H4169NW, New Weli H4169VR, Valve Replacement	10,000.00 15,000.00
Total H4169UT, Priority Improvements	25,000.00
Total Water Capital Improve'ts Exp.	229,522.00
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPHvy	18,000.00 2,000.00 1,600.00 3,000.00
Total W1506, Medical benefits	3,000.00
W1701, Work. Comp.Insurance W2049, Conferences & Training W2058, Annual Permit Fee W2059, P & L Insurance W2077, Routine Repairs W2115, Chemicals I Testing W2117, Adminsitrative Fees W2117A. Administrative Fees W2117C. Clerical Fees	2,000.00 300.00 1,889.00 1,535.00 5,000.00 3,000.00
Total W2117, Adminsitrative Fees W2121, Miscellaneous Expenses W2130, Postage & Shipping W2133, Office Supplies W2325, Contract Services W2479, Travel allowance W2534, Telephone Relay Expense W2535, Electrical Service	21,600.00 500.00 800.00 750.00 10,000.00 1,200.00 500.00 6,500.00
Total Water Operating Expenses	80,174.00
Totai Expense	396,908.00
Net Income	-163,828.00

OFFICIAL MINUTES OF THE

MUIR BEACH COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

HELD ON WEDNESDAY, JUNE 18, 2003

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

- I. Call to order: President Shaffer called the meeting to order at 7:28 pm. and announced that no decisions had been reached in the closed meeting for personnel review. The Board will hold another closed meeting to continue the personnel considerations, in the hour prior to the next regular Board meeting.
- II. Review and consideration of the June 18, 2003 Agenda. There was a brief discussion of the Agenda, and Director Kamradt noted that as there were no representatives from the N. P. S. or the Fire Department these items should be deleted from consideration. With the indicated concurrence of the other Directors, she then *moved* to approve the Agenda with the deletion of the N. P. S. and Fire Department items; seconded by Director Hills, ayes all.
- III. **Bills to be paid:** There was a brief discussion of the Bills to be Paid Report and Director Kamradt **moved** to approve the report as submitted including a total of \$14,402.91 in general fund expenditures and \$1,165 in water capital improvement expenditures and \$600 in Trust Fund refunds for a total of \$16,167.91 in warrants issued, seconded by Director Hills; ayes all.
- IV. General Manager's Report: There was brief discussion of the fiscal report, followed by the following:
 - A. Administration: The following administrative items were discussed:
 - 1. The Board received copies of the County's independent audit and deferred consideration to next month.

Minutes\03-06-18.reg

- The need for the retention of an independent auditing firm was discussed and the G.
 M. was instructed to prepare a request for proposals to be sent to the auditing firms suggested by Marin County as having special district auditing experience.
- 3. The need to adopt the budget for the next fiscal year was discussed and it was agreed that Directors Hills and Ostroff would meet with the G. M. prior to the next meeting to develop a proposed budet for the Board's consideration during the July meeting.
- B. Roads and Easements: President Shaffer gave an overview of the previous Public Hearing concerning the Seacape Park area and noted that the Resolution for the District to possibly consider resident landscaping of the Park area adjacent to their property had been voted down and will not go into effect. This was followed by a lengthy interactive discussion by members of the audience and the Board, particularly in reference to the existing Lasky encroachment. Director Hills noted that he has worked with an experienced Park planner that is knowledgeable in establishing trails that offer the trail user a pleasant experience while minimizing the possible adverse affect to nearby property owners. He suggested that this person be retained by the District to make a physical survey of the Park area and to stake out a suggested pedestrian trail. It was noted that the general location of the trail should follow the center line of the park area, but have allowances and deviations that enhance the users views, improve usability without the need of steps or stairs, and consider the privacy of the adjacent property owners. This developed a general consensus to have Director Hills pursue this course of action and give a report to the Board during the next Board meeting.

During this consideration, it was noted that removal of the Lasky encroachment might continue to be a problem and it was decided to have Director Hills meet with the Lasky's for further evaluation and to have a closed meeting if necessary. President Shaffer then explained to the audience that closed meetings were restricted to the consideration of personnel and possible legal matters. Further, that following a closed meeting, the Board is required to

announce any decisions made during the closed meeting.

- 1. This was followed by a discussion of the Park area from Seacape Drive to the boundary of the N. P. S. Muir Beach overlook. There have been several complaints concerning the inability to use this. President Shaffer gave an overview of the long standing problems concerning this area, including vandalism, trespassing onto private property, safety of adjacent residents and the desire of the N. P. S. to avoid a bypass to their limiting night access to the Overlook. The G. M. was instructed to contact the N. P. S. to get an update on their preferences, as well as contacting the District legal counsel to get an opinion of the District liability to adjacent property owners if the trail is opened and the adjacent residents suffer adverse conditions as a result.
- 2. This was followed by a general discussion on the need to mitigate the District encroachment onto private property at the Sunset end of the Ahab Drive to Sunset Way pedestrian trail. Following the discussion, the G. M. was instructed to develop the necessary plans and specifications for mitigating the problem so funds may be allocated for the project.
- C. Water operations: It was noted that the repair of another system leak has resulted in further reducing the unaccounted for water loss. Further, the newly approved water rates will be used for the May 23 through June 23 water service invoices.
- D. Capital improvements: The G. M. noted that DCV Consultants has not completed their proposal for preparing the plans and specifications for the well site improvements. The mechanical engineer Aaron Newman has been overwhelmed with other projects and they have assigned a new mechanical engineer to take over. The G. M. was then instructed to notify DCV (in writing) that the District is not to be billed for the time needed by the new engineer to gain knowledge of the work that the District has already paid for.
- E. Recreation: The G. M. had suggested the need to consider the rental policies and rates for

1		the community center. Following a brief disc	ussion, it was decided to reaffirm the existing
2		rates and policies.	
3	v.	Review of the draft minutes for the May 2, 2003 Pub	olic Hearing. There were no changes suggested
4		for these minutes and Director Kamradt moved to	approve the minutes as written; seconded by
5	i	Director Rudnick, ayes all.	
6	VI.	Review of the Draft minutes for the two Public Hear	rings and the general meeting held on May 28,
7		2003. No suggestions for changes in the minutes w	vere offered and Director Rudnick moved to
8		approve the minutes as written; seconded by Directo	r Kamradt, ayes all.
9	VII.	Next meeting date: Following a brief discussion	the next meeting date was confirmed for
10		Wednesday, July 23, 2003 which is to be proceeded by	by a Closed Meeting to continue the personnel
11		discussions	
12	The m	eeting was adjourned at 9:13 P.M.	
13		These minutes were approved by the Muir Beach Cor	mmunity Services District Board of Directors,
14	during	their meeting on	
15			
16			
17		,	
18			
19	Steven	Shaffer, Board President	Donovan Macfarlane, Secretary
20			
21			
22			
23			
24			

Donovan

TABLE OF CONTENTS FOR THE BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE

MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, AUGUST 20, 2003 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE TO BEGIN AT 7:00 P.M.

DESCRIPTION	PAGES
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Detailed Profit & Loss Budget Versus Actual, year to date	. 11 - 13
Draft Minutes of the July 23, 2003 Board Meeting	. 14 - 18

Alex Name: APS in Fin My Porouso; behing & burnath motival in GGNRA, Porce Street 1993 - Public Mts., Sep 24 7-830 @ Box Mall. All APare dring this . At to of Huy ! "Then Corner" hay of chamberling, removed amold amosts of Ewe and Milush fintered of when the contin With boffin along road. Buducin rathate, pulldown bores parrious, Const obstis, Const. Station bank, cuting mosain, Const obstis, fin Vic. dome in Coul - lop it & for proble the Through, and of Oct. lop are burine so the others. They have mond over coo fish - Mosth shallows Out of weed by Out 15. 2 Follow up an Pace Way Flood Pengint: Problem w/ On Sing)
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AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR BOARD MEETING AND TWO PUBLIC HEARINGS ON WEDNESDAY, AUGUST 20, 2003. TO BEGIN AT APPROXIMATELY 7:00 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

President Steve Shaffer; Directors: Leighton Hills, Deborah Kamradt, Maury Ostroff, and Peter Rudnick. - Maury orrived 5:16 **Directors:**

President Shaffer will call the general meeting to order, and announce any decisions reached during the closed personnel meeting held on August 13, 2003. 7:15 No decisions except they to bring job description.

Review and consideration of the August 20, 2003 Agenda. Agenda items may be deleted, I.

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" Dob, Pefor, all

National Park Service: Representatives from the National Park Service (N. P. S.) will offer information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community Also, the N. P. S. has requested a date for them to present the community with the progress on relevant studies concerning the Redwood Creek Watershed and the transportation planning. As this is an important item, I suggest a special meeting be held independent of the regular Board meetings. A tentative date of Wednesday, September 17 or Wednesday, October 15, 2003 has been set for the Board's consideration.

Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the July 1 through July 31, 2003. Lught, Declared to the bills received requesting payment during the July 1 through July 31, 2003.

Fire Department, Emergency Disaster Committee: Chief Sward will offer a report on the Department's activities since the last Board meeting. V.

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 VI. p. pa.

A.

A.

Control

Contr part of the Agenda and the Board may take action on any or all items within the report.

Administration: Administrative activities have been normal. The following specific items require Board consideration:

District e-mail: Currently, the G. M. receives District e-mail inquiries and information through ABC Consultants, Inc. using America on Line as the internet service provider. ABC has been paying for this service (\$28.85 monthly) as it was just a sub address under the ABC primary address. Recently, ABC has installed high speed two way satellite service, and no longer requires AOL as an internet service provider. ABC intends to cancel the service to offset a part of the satellite service. However, it may be wise for the District to maintain the AOL site for general e-mail purposes and to preserve the e-mail address as it is the commonly known address used by many residents, as well as being on many of the preprinted District forms.

A request for accounting services proposal has been mailed to the five (5) accounting firms suggested by Marin County as currently doing Special District accounting consulting and auditing services. As the replies are received, I will coordinate with Directors Hills and Ostroff to conduct interviews. Every effort will be made to have the interviews completed in time for recommendations to the Board during the September Board meeting, unless the Board desires more time.

Roads and Easements: The following items need Board consideration:

We have received a "Transmittal Memorandum" from Marin County concerning a request by Nina White for naming the access to Assessor's parcels 199-202-18, -19, and -10 as "The Great White Way". The County requested District comments by August 15, 2003. However, the communication was not received until late afternoon on August 16.

B. C. S. D. 2003-2004\Agendas\03-08-20

II.

Pa e 1 of 18

- Work on the clearing of the pedestrian trail through the Seacape Park land has 2. commenced, and is following the trail as marked by the Trail Consultant along with Director Hills. To adequately improve the trail for safe pedestrian use, it will be necessary to scarify and stabilize some of the areas, particularly in the switchbacks used for reducing the ground slope. Some of this work is being done as a part of the Urban wildfire protection program to establish a fire break, however, a good part of the work must be done using general District funds.
- Work for the mitigation of the trail encroachment onto the Villare property should 3. commence within the next thirty days. After thorough consideration to determine the most cost efficient way of building the needed new stairs and moving the trail steps, it seems the use of District labor and materials is best. The work has been tentatively scheduled to commence after the arrival of the necessary materials. Mike Moore will construct the new stairs, while Harvey and other District personnel will move the

C. **WATER OPERATIONS:**

- Coliform tests taken during July were free of bacteria. 1.
- Gross water billing for the 06/23/02 through 07/23/03 billing period totaled \$7,246.72 including \$7,147.59 in water service charges, \$96.67 in late payment 2. penalties and \$2.46 in interest charges. The monthly consumption surcharge for this period totaled \$1,831.61. Under the old water rates, the service charges would have been \$5,669.23 (27.8% change) and the consumption surcharge \$1,417.

The table below tabulates the water production for the period June 23, 2002 to July 23, 2003.

Total volume of water measured through the master meter =	1,037,650 gallons
Average daily pumping rate	34,588 gallons
Highest pumping day was on 6/23/03 and volume pumped =	47,900 gallons
Lowest pumping day was on 7/10/03 and volume pumped =	19,650 gallons
Total volume billed through service meters =	983,388 gallons
Gross unaccounted for water loss =	54,262 gallons
Estimated un-metered maintenance use ¹	2,000 gallons
Estimated leak repair losses	10,000 gallons
Net unaccounted for water loss 4.073%)	42,2824 gallons
Average daily customer consumption per meter =	116 gallons
Average service billing =	\$49.00

The return to single digit unaccounted for water loss indicates that the recent system repairs have essentially mitigated all detectable system leaks.

Water Conservation: At this time, the District is not under a "Noticed Conservation" period. However, several residents were supplied with a reminder that if conservation were in effect, they would be subject to the enforcement penalties of the District. These penalties would have ranged from the minimum \$100 to more than \$3,000. While it is not anticipated that the Creek water flow will decline to activate "Noticed Conservation" this dry season, all residents have been alerted to the need for reasonable water use.

Change of meter reading date: Due to many requests that the water invoices be received prior to the 1st day of the month, residents were notified that beginning in August, the meters will be read on the 16th day of each month. This will allow time for the necessary 4 day mail delay (after the late payment date) prior to preparing the invoices and at least 3 days for mail delivery. This change also avoids a conflict with the November and December holidays.

- **D.** Recreation: There are several items for the community center that need Board consideration:
 - 1. Revisions to the deck roof plans are being prepared to change the roof structure from the very expensive glass system to a standard roof with multiple skylights to provide ample lighting for the deck and south wall of the community center. Once the changes have been approved for the existing permit, the construction will begin using District personnel to construct the roof. After considerable review, this has been determined as the most cost efficient method for roofing the deck area. The costs for this construction will be paid by the Muir Beach Quilters.
 - 2. The construction in the above item will require the replacement of a substantial part of the south community center roof. The overall roof is several years beyond its normal life expectancy and inspections indicate that the entire roof is in need of renovation. It will be cost efficient to do this in coordination with the construction of the deck roof. The estimated cost for the roof renovation is approximately \$15,000 (less the cost existing roof area covered as a part of the deck roof construction).
 - 3. Some of the new lights for the trail from Sunset Way to the community center were damaged along with the east fence of the playground area by stumps rolling down the sloped ground. As these stumps have been in piles for some time, it is difficult to say how or why they moved at this time. The lights have been repaired; however, repair of the fence is a more expensive item and needs Board consideration.

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 general meeting held on July 23, 2003.

IX. Next meeting date: September 24, 2003 is the fourth Wednesday in the month of September.

ADJOURNMENT OR CONTINUATION

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 07/01/03 THROUGH 07/31/03

VENDER NAME	USE CODE	DESCRIPTION PITAL IMPROVEMENT EXPENSES	FUND	AMOUNT
ABC Consultants, Inc.	2117	Administrative fees paid this month	ТВ	\$175.00
7100 CONGRIGING, 1170.	1	/ terminoualive reco paid this moral	 	\$175.00
	<u> </u>	TOTAL WATER CAPITAL IMPROVMENT EX	PENSES =	\$175.00
		TO THE TOTAL CONTINUE TO THE LATE OF		φ175.00
ADM	INISTRAT	ION EXPENSES, DIVISION CODE 9236		
Kinko's	2049	Board meetig packets	Р	56.5 3
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	600.00
USPO	2130	Stamps and postage	Р	22.20
Marin County	2352	LAFCO administration fees	С	167.00
ABC Consultants, Inc.	2479	Travel allowance paid for last month	В	143.52
AT&T	2534	Toll calls 415-388-7804 paid this month	В	1.98
AT&T	2534	Toll calls 707-673-7015 paid this month	В	21.07
Cingular	2534	Cell phone paid this month (June and July)	В	131.74
Pacific Bell	2534	707-643-1143 paid this month	В	40.74
Pacific Bell	2534	415-388-7804 paid this month	В	164.00
		TOTAL G&A EX		\$1,348.78
,				, .,.
		N EXPENSES, DIVISION CODE 9240		-
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	225.00
CMC Rescue	4827	Various safety equipment	В	257.08
Galls, Inc	4827	Various safety equipment	В	624.52
Pacific Bell	4827	Fire station phone paid this month	В	126.27
		TOTAL FIRE EXI	PENSES =	\$1,232.87
		N EXPENSES, DIVISION CODE 9239		105.05
Harvey Pearlman	1028	Maint. manager wages paid this month	C	107.63
Salvador Gonzales	1073	Extra Hire wages paid this month	С	107.65
Juana Gonzales	1077	Janitorial wages paid this month	С	310.04
State Fund	1701	Work comp. insurance 2nd quarter	С	242.70
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	500.00
Waste management	2259	Trash removal through October	В	121.05
Costco	2366	Paper Towles, paper refills, etc	В	41.80
Pacific Gas & Electric	2535	Community Center electric June & July	В	196.99
Bells, Trader Joes, Whole Foods, etc.	2041BI	Misc. Bistro supplies purchased this month	P	5.19
Lonna Richmond	2041BI	Bistro wages paid this month	С	193.78
Nancy Knox	2041BI	Bistro pastries purchased this month	P	25.00
Emiko Wang	2041TC	Tai Chi instruction for June & Julyl	Р	180.00
		TOTAL RECREATION EXI	PENSES =	\$2,031.83
ROADS	8 EASEN	MENT EXPENSES, DIVISION CODE 9237		
Harvey Pearlman	1028	Maint. manager wages paid this month	С	484.43
Salvador Gonzales	1073	Extra Hire wages paid this month	Č	148.03
Paul A. Brunner	2077	Electrical work, lights for CC to Sunset trail	В	1,225.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	500.00
		TOTAL R&E EXP		\$2,357.46
		TO THE ROLL LA	-140L0 -	Ψ2,337.40

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 07/01/03 THROUGH 07/31/03

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman 1028		Maint, manager wages paid this month	C	1,535.26
Sutton Freebairn-Smith 1028		Maint, manager wages paid this month	С	672.81
Salvador Gonzales	1073	Extra Hire wages paid this month	С	26.91
State Fund	1701	Work Comp. Insurance 2nd quarter	C	1,622.41
Marin County	2058	Annual permit fee	С	1,889.00
Goodman Building Supply	2077	Misc. small fittiings	В	11.23
Dept. of Health	2115	Coliform tests May, June and July	В	90.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	В	950.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	800.00
Department of Health	2121	Harvey's license renewal	В	55.00
Pt. Reyes Light	2121	Ordinance advertizement	В	55.00
Public Storage	2121	File stoprage July and August	В	118.00
www.Tonerrefillkits.com	2121	Water map file	P	6.75
USPO	2130	Postage	P	59.20
Office Max	2133	Misc. Office supples	Р	38.20
Harvey Pearlman	2479	July travel allowance	В	100.00
Sutton Freebairn-Smith	2479	Travel allowance for May and June	В	200.00
Marin Cell U Phone	2534	Maint. Mgr's pager jue and July	В	19.90
Pacific Bell	2534	Upper tank phone relay paid this month	В	71.16
Pacific Gas & Electric 253		Welf & lower tank electric, June & July B		1,034.93
		TOTAL WATER EX	KPENSES =	\$9,355.76

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

PERS	1506	Shaffer Trust, medical July and August	В	593.18
	<u> </u>			
		TOTAL CHECKS ISSUED FROM TRUST	FUNDS =	\$593.18

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$175.00 TOTAL GENERAL FUND EXPENSES = 16,326.70

TOTAL CHECKS ISSUED FROM TRUST FUNDS = 593.18
TOTAL OF ALL CHECKS ISSUED = \$17,094.88

P = Paid thru Petty Cash Funds TOTAL OF ALL CHECKS

B = Paid thru Salomon depository

C = Paid thru County depositories

The above	bills were approved for	payment by the Muir Beach Community Services District Board of Directors	on
the	day of	2003.	
		MUIR BEACH COMMUNITY SERVICES DISTRICT	

Steven Shaffer, President Donovan Macfarlane, Secretary

08/16/03 Accrual Basis

Balance Sheet

As of July 31, 2003

	Jul 31, 03
ASSETS	
Current Assets	
Checking/Savings Fund 428, County General Fund Fund 429, County Investment Fun	38,737
Capital Improvements General Investments	220,895 76,553
Total Fund 429, County Investment Fun	297,448
Petty Cash Fund	-250
Salomon Smith Barney	
Fire Station Reserve	12,419
Firesafe marin	12,760
General Funds	7,778
Rental deposit trust	3,000
Shaffer CalPers Trust	287
Water Security Deposit Trust	6,600
West Marin Funds	7,788
Total Salomon Smith Barney	50,633
Total Checking/Savings	386,568
Accounts Receivable Receivables	17,623
Total Accounts Receivable	17,623
Total Current Assets	404,190
Fixed Assets A4048, Office Equipment	537
Total Fixed Assets	537
TOTAL ASSETS	404,727
LIABILITIES & EQUITY Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	3,000
W1506CPSh Shaffer CalPers Trust	287
W9025RD, Security deposits	6,700
Total Other Current Liabilities	9,987
Total Current Liabilities	9,987
Total Liabilities	9,987
Equity	
Retained Earnings	392,015
Net Income	2,725
Total Equity	394,740
TOTAL LIABILITIES & EQUITY	404,727

2:32 PM 08/16/03 Accrual Basis

Muir Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES

July 2003

	Jul 03
Income	
Fire Operations Income	5,933
Recreational Activities Inco	2,690
Water Capital Improvements	3,357
Water Operations Income	7,247
Total Income	19,226
Expense	
Administrative Expenses	1,349
Fire Operational Expenses	1,233
Firesafe Marin Grant Expen	
Recreational Expenses	2,032
Roads & Easements Expens	2,357
Water Capital Improve'ts Exp.	175
Water Operating Expenses	9,356
Total Expense	16,502
Net Income	2,725

Muir Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES July 2003

•	Jul 03
Income	
Fire Operations Income F9763, Fire Assoc. Donations	5,933
Total Fire Operations Income	5,933
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811TC, Tai Chi Income	2,395 160 135
Total R9811, Rec. Programs Income.	295
Total Recreational Activities Income	2,690
Water Capital Improvements Inco H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	1,787 45
Total H9031, Water Surcharge Income	1,832
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest	1,002 523
Total H9377, Interest Earnings	1,525
Total Water Capital Improvements Inco	3,357
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	2 97 7,148
Total W9025, Water Service Income	7,247
Total Water Operations Income	7,247
Total Income	19,226
Expense	
Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2130, Mailing & Shipping Exp. A2352, County Fees A2479, Travel Expenses A2534, Telephone/Communications	57 600 22 167 144 360
Total Administrative Expenses	1,349
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	225 1,008
Total Fire Operational Expenses	1,233
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 chipper payroll F1404 FICA	·
Total F2077-Chipper grant program	

Muir Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES July 2003

	Jul 03
Total Firesafe Marin Grant Expenses	
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA	100 388 51
R1701, Work Comp Insurance R2041, Rec. Program Expenses R2041BI, Bistro Expenses	243 210
R2041TC, Tai Chi Expenses	180
Total R2041, Rec. Program Expenses	390
R2117, Administrative Expenses R2259, Refuse Removal R2366, Building Supplies R2534, Pay Telephone Expense R2535, Energy Expenses	500 121 42 197
Total Recreational Expenses	2,032
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E2117, Administrative Fees E4000 Capital improvements	450 138 45 500
E4001-Easement Lighting	1,225
Total E4000 Capital improvements	1,225
Total Roads & Easements Expenses	2,357
Water Capital Improve'ts Exp. H2117, Administrative Fees	175
Total Water Capital Improve'ts Exp.	175
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1701, Work. Comp.Insurance W2058, Annual Permit Fee	2,099 25 111 1,622 1,889
W2077, Routine Repairs W2115, Chemicals I Testing W2117, Adminsitrative Fees W2121, Miscellaneous Expenses	11 90 1,750 235
W2130, Postage & Shipping W2133, Office Supplies W2479, Travel allowance W2534, Telephone Relay Expense W2535, Electrical Service	59 38 300 91 1,035
Total Water Operating Expenses	9,356
Total Expense	16,502
Net Income	2,725

2:33 F 08/16/03 Accrual Basis

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

_	Jul 03	Budget	\$ Over Budget	% of Budget
Income				
Fire Operations Income	5,933			
Recreational Activities Income	2,690	1,143	1,547	235%
Water Capital Improvements Inco	3,357	7,510	-4,153	45%
Water Operations Income	7,247	6	7,240	115,027%
Total Income	19,226	8,659	10,567	222%
Expense				
Administrative Expenses	1,349	1,622	-273	83%
Fire Operational Expenses	1,233	268	965	460%
Firesafe Marin Grant Expenses	0	1,346	-1,346	0%
Recreational Expenses	2,032	1,630	402	125%
Roads & Easements Expenses	2,357	567	1,790	416%
Water Capital Improve'ts Exp.	175	175	0	100%
Water Operating Expenses	9,356	6,998	2,358	134%
Total Expense	16,502	12,605	3,896	131%
Net Income	2,725	-3,946	6,671	-69%

Muir Beach Community Julices District 2002-2003 Profit & Loss Budget vs. Actual

July	2003
------	------

	Jui 03	Budget	\$ Over Budget	% of Budget
income				
Fire Operations Income F9763, Fire Assoc. Donations	5,933.00			
Total Fire Operations income	5,933.00			
Recreational Activities income R9255, CC Rental Income R9811, Rec. Programs income. R9811BI, Bistro Income R9811TC, Tai Chi Income	2,395.00 159.66 135.00	900.00 153.07 90.00	1,495,00 6,59 45,00	266.1% 104. 3 % 150.0%
Total R9811, Rec. Programs Income.	294.66	243.07	51.59	121.2%
Total Recreational Activities Income	2,689.68	1,143.07	1,546.59	235,3%
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge	0,00	6,000.00 2.63	-6,000.00 1,783.98	0.0%
H9031, Water Surcharge Income - Other	45.00	15.00	30.00	300.0%
Total H9031, Water Surcharge Income	1,831.61	17.63	1,813.98	10,389.2%
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. inv. Interest	1,002.29 523.15	1,097.99 394.26	-95.70 128.89	91.3% 132.7%
Totai H9377, Interest Earnings	1,525.44	1,492.25	33.19	102.2%
Total Water Capital Improvements Inco	3,357.05	7,509.88	-4,152.83	44.7%
Water Operations Income W8025, Water Service Income W9025Int., Overdue bili interst W9025LP, Late pay penalty W9025, Water Service Income - Other	2.46 96.67 7,147.59	-4.20 10.50	1 0 0. 87 7,137.09	-2,301.7% 66,072.3%
Total W9025, Water Service Income	7,246.72	6.30	7,240.42	115,027.3%
Total Water Operations income	7,246.72	6.30	7,240.42	115,027.3%
Total Income	19,226.43	8 ,659.25	10,567.18	222.0%
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2130, Malling & Shipping Exp. A2352, County Fees A2479, Travel Expenses	56.53 600.00 22.20 167.00 143.52	39 7.43 600.00 137.15	-340.90 0.00 	14.2% 100.0%
A2534, Telephone/Communications A2713, Legal fees	3 59.53 0.00	273.53 213.75	86.00 -213.75	1 3 1.4% 0.0%
Total Administrative Expenses	1,348.78	1,621.86	-273.08	83.2%
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	225.00 1,007.87	225.00 42.99	0.00 964.88	100.0% 2.344.4%
Total Fire Operational Expenses	1,232.87	267.99	964.88	460.0%

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

	Jul 03	Budget	\$ Over Budget	% of Budget
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 chipper payroil F1404 FICA	0.00 0.00	1,250.00 95.63	-1,250.00 -95.63	0.0% 0.0%
Total F2077-Chipper grant program	0.00	1,345.63	-1,345.63	0.0%
Total Firesafe Marin Grant Expenses	0.00	1,345.63	-1,345.63	0.0%
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R1701, Work Comp insurance R2041, Rec. Program Expenses R2041BI, Bistro Expenses	100.00 388.00 51.10 242.70	10.00 353.50 41.58	90.00 34.50 9.52	1,000.0% 109.8% 122.9%
R2041TC, Tai Chi Expenses	180.00	144.00	-57.23 36.00	7 8.6% 125.0%
Total R2041, Rec. Program Expenses	390.19	411.42	-21.23	94.8%
R2117, Administrative Expenses R2259, Refuse Removai R2368, Building Suppiles R2534, Pay Teiephone Expense	50 0 .00 121.05 41.80 0.00	500.00 119.49 54.00	0.00 1.56 -54.00	100.0% 101.3% 0.0%
R2535, Energy Expenses	196.99	139.89	57.10	140.8%
Totai Recreationai Expenses	2,031.83	1,629.88	401.95	124.7%
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FiCA E2117, Administrative Fees E4000 Capital improvements E4001-Easement Lighting	450,00 137.50 44.96 500.00 1,225.00	62.50 4.78 500.00	7 5.00 4 0 .18 0.00	220.0% 940.6% 100.0%
Total E4000 Capital improvements	1,225.00			
Total Roads & Easements Expenses	2,357.46	567.28	1,790.18	415.6%
Water Capital Improve'ts Exp. H2117, Administrative Fees	175.00	175,00	0.00	100.0%
Totai Water Capitai improve'ts Exp.	175.00	175.00	0.00	100.0%
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1701, Work. Comp.insurance W2058, Annual Permit Fee	2,098.96 25.00 111.02 0.00 1,622.41 1,889.00	380.00 427.83 56.17 502.60	1,738.96 -402.83 54.85 -502.60	583.0% 5.8% 197.6% 0.0%
W2077, Routine Repairs W2115, Chemicals I Testing W2117, Adminsitrative Fees W2121, Miscellaneous Expenses W2130, Postage & Shippling W2133, Office Supplies W2479, Travel allowance W2534, Telephone Relay Expense	11.23 90.00 1.750.00 234.75 59.20 38.20 300.00 91.06	2,357.77 30.00 1,750.00 53.00 88.20 6.34 200.00 41.86	-2,346.54 60.00 0.00 181.75 -29.00 31.86 100.00 49.20	0.5% 300.0% 100.0% 442.9% 67.1% 602.5% 150.0% 217.5%

2:36 PM 08/16/03 Accrual Basis

Muir Beach Community Wices District 2002-2003 Profit & Loss Budget vs. Actual July 2003

	Jul 03	Budget	\$ Over Budget	% of Budget
W2535, Electrical Service	1,034.93	1,124.04	-89.11	92.1%
Total Water Operating Expenses	9,355.76	6,997,81	2,357.95	133.7%
Total Expense	16,501.70	12,605.45	3,896.25	130.9%
Net Income	2,724.73	-3,946.20	6,670.93	-69.0%

OFFICIAL MINUTES OF THE

MUIR BEACH COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

HELD ON WEDNESDAY, JULY 23, 2003

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

- I. Call to order: President Shaffer called the meeting to order at 7:10 pm, and announced that no decisions had been reached during the closed personnel meeting.
- II. Review and consideration of the July 23, 2003 Agenda. There was a brief discussion of the Agenda, and as Supervisor Kinsey was not currently present Director Kamradt moved to have Item IV (Supervisor Kinsey) delayed until such time as the Supervisor may arrive and otherwise approve the Agenda as submitted; seconded by Director Hills, ayes all.
- III. National Park Service: Ranger Jennifer Vic offered an update on the ongoing activities of the Park Service of concern to Muir Beach, including:
 - A. The outfall area of Redwood Creek has been determined to have Coliform bacteria and has been posted to alert the public. N. P. S. will continue to monitor the creek water from the Pacific Way bridge to the outfall and the north beach area.
 - B. Muir Beach overlook and access. N. P. S. is reviewing this problem and continues to close the overlook during the evening hours. N. P. S. is working with Marin County in review of the numerous trails in west Marin, with the intent to improve the trail conditions and access. It was noted by some residents that the District trail to the overlook used to be open; however, the G. M. also noted that this trail has not been open and maintained for more than a decade. Director Kamradt noted that several years ago there were problems with vandalism and other objectionable activities that threatened the nearby residents.
 - C. Ms Vic said there is an ongoing study to reduce the traffic on Highway 1 and the possible provision of parking facilities in the Mill Valley area with busses providing transportation to Woods and the

Minutes\03-07-23.reg

beach. She gave the names of Park Brooks and Paul Benyandy as the County representatives at phone #415-561-4922.

- D. N. P. S. has been working with consultants on the Big Lagoon, and noted that the "Big Lagoon Working Group" (people from various areas and agencies possibly affected by the area) has an open meeting scheduled for August 7, 2003. Director Rudnick will attend to represent the District. Ms
 Vic also said that the current schedule is to begin construction by 2006.
- E. N. P. S. is also working to update the "Fire Management Plan" and pointed out that the District

 Volunteer Fire Department is involved in this process. Of particular concern is the preservation of
 the wetlands and protection of the homes adjacent and/or within the N. P. S. land areas. There is a
 meeting scheduled on September 16 and 24 for further discussion on these activities.
- IV. Bills to be paid: There was a brief discussion of the Bills to be Paid Report and Director Kamradt moved to approve the report as submitted including a total of \$9,362.07 in general fund expenditures, \$4,676 in water capital improvement expenditures and \$500 in trust fund refunds for a total of \$14,538.07 in warrants issued, seconded by Director Hills; ayes all.
- V. Fire Department, emergency disaster committee: Chief Sward informed the Board that the Department has turned the old fire truck over to a small fire district northeast of Garberville. He said it was a rewarding experience to see the pleasure of these volunteers reaction to having a truck that actually starts and works.

 He then noted that we should be receiving an additional allotment of grant funds from the Wild land improvement program.
- VI. General Manager's Report: There was brief discussion of the fiscal report, followed by the following:
 - A. Proposed Budget for Fiscal Year 2003 2004: There was a brief discussion of the proposed budget, with Directors Hills and Ostroff giving an overview. Following the overview, Director Kamradt moved to approve the budget as submitted; seconded by Director Rudnick, ayes all.
 - B. There was a brief discussion of the possible new County charges for accounting (County depository), legal services and payroll services. As no estimates of the costs involved are currently

available, it was the consensus that no changes be made until more cost information is available.

- C. Roads and easements: The following items were discussed:
 - Director Hills gave a report on his review and walk of the Seacape Park Land, along with the Trail Consultant. They marked the route of the proposed new trail location with white flags and paint on the ground. Generally, the trail meanders in the steep southern end, to provide a moderate slope enabling pedestrian use without the provision of stairs or steps, and stays in the general central area in the upper more level areas. It does occasionally vary slightly from the center when necessary to minimize shrub removal and/or to improve the pedestrian view or residential privacy. The G. M. was instructed to write a letter to the Lasky's alerting them to the pending trail improvement and allowing them until the end of August to remove their encroaching landscaping. In addition, Director Hills and Ostroff will personally contact the Lasky's.
 - 2. Seacape to the Overlook park land: It was noted that there are continued opposing view concerning this area. Following some discussion it was decided to table any further consideration until such time as N. P. S. informs the Board of their ingress egress policies for the Overlook.
 - 3. The Ahab to Sunset Way pedestrian trail encroachment mitigation. There was a brief discussion of this, with the G. M. noting that he is reviewing various possibilities for a cost effective way of solving this problem. He noted that the new budget includes essential funding for this item.
 - 4. On a request to consider the District assuming maintenance of the private drive known as
 "The Great White Way", the Board reconfirmed the previous decisions against the District
 taking this over, as the area is essentially a private drive for a limited number of residences
 and serves no general public purpose.
 - 5. The newly completed lighting for the pedestrian trail from Sunset to the community center

was discussed with favorable comments concerning the improved lighting and the cost effective installation.

- Consideration of a fire turnaround at the end of Cove Lane. As this item is of interest to Director Hills, he temporarily stepped down from the Board table to join the audience and present the County Fire requirements for a turn around facility at the terminal end of Cove Lane. he presented sketches of a "backup turn around" as approved by the County Fire Department and noted that he will pay the full cost of providing the facility, and there will be no need for District funds. The Board concurred with this action, contingent upon Mr. Hills receiving the necessary permits.
- D. 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 he noted that the increased unaccounted for water loss of more than 11% 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.
- E. Water Capital Improvements: There was a brief discussion of the DCV Consultants, Inc. proposal to prepare the plans and specifications for the bidding process for the well site improvements. It was noted that the almost \$60,000 proposal was substantially more than the District's previous understanding of the costs. As a result it was decided to inform DCV Consultants, Inc. that the Board will be considering other alternatives for doing the improvements.
- **F.** Recreation: The following items were discussed:
 - 1. The Basketball facility on the Starbuck cull de sac was noted as being in poor condition and possibly a hazard to automobiles if it should fall. Following some discussion as to whether this is still being used, the Board decided to remove the backboard and minimize the hazard, while they consider of the need or lack of need for this facility.
 - 2. Consideration of the path lighting from Seacape Drive to the community center building

TABLE OF CONTENTS FOR THE

BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE

MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, SEPTEMBER 24, 2003 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE TO BEGIN AT 7:00 P.M.

DESCRIPTION	AGES
Agenda for the Regular Meeting	. 1 - 3
Bills to be Paid Report for 08//01/03 through 08/31/03	. 4 - 5
District Fiscal Consolidated Balance Sheet as of August 31, 2003	6
Monthly Income versus Expenses Summary report for August 2003	7
Detailed Monthly Income versus Expenses Summary report for August 2003	. 8 - 9
Summary Profit & Loss Budget Versus Actual, year to 8/31/03	10
Detailed Profit & Loss Budget Versus Actual, year to 8/31/03	11 - 13
Draft Minutes of the August 20, 2003 Board Meeting	14 - 18

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3

AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR BOARD MEETING AND TWO PUBLIC HEARINGS ON WEDNESDAY, SEPTEMBER 24, 2003. TO BEGIN AT APPROXIMATELY 7:00 PM 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. President Shaffer will call the general meeting to order, and turn the meeting over to incoming President Maury Ostroff. 17:20 Many Turk Start
- Review and consideration of the September 24, 2003 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 the below unde
- National Park Service: Representatives from the National Park Service (N. P. S.) will offer information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community.
- IV. Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the August 1 through August 31, 2003. Det Stor, all
- V. Fire Department, Emergency Disaster Committee: Chief Sward will offer a report on the Department's activities since the last Board meeting. All is good, Cohing & putting in my hydral & fulling
- 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: Administrative activities have been normal. The following specific items require Board consideration:
 - 1. District e-mail: As per Director Hills suggestion, I checked with AOL and have arranged for a lower District e-mail fee of \$10.95 plus tax per month.
 - 2. To date, we have had just one reply to our request for an independent accounting audit proposal. I have mailed a copy of the County's audit to the replying firm and will be in contact with them prior to the meeting.
 - **B.** Roads and Easements: The following items need Board consideration:
 - 1. Some preliminary clearing has been done on the Ahab to Sunset pedestrian way (on the Sunset Stairs) so the encroachment mitigation can begin. Michael Moore has been furnished the plans for the new stairs and will schedule the work as early as he can.
 - 2. Karla Andersdatter has requested the following items be on the Agenda for consideration.
 - a. She stipulates that Director Hills has indicated that the District has jurisdiction over the private driveway to the rear of her dwelling; therefore, she is requesting reimbursement of \$400 to repay her for the gravel she has placed in the driveway.
 - b. She wishes to review the procedural methods of the Board.
 - c. She requests the Board to establish a memorial for the Monarch Butterfly.

Land Court B.

10/18

C. WATER OPERATIONS:

- 1. Coliform tests taken during August were free of bacteria.
- 2. Gross water billing for the 07/23/02 through 08/16/03 billing period totaled \$5,340.27 including \$5,269.46 in water service charges, \$68.39 in late payment penalties and \$2.42 in interest charges. The monthly consumption surcharge for this period totaled \$1,356.63.

3.
w tabulates the water production for the period July 23, 2002 to August 16, 2003

02 to August 16, 2003.
779,355 gallons
32,473 gallons
37,480 gallons
20,725 gallons
723,047 gallons
56,308 gallons
300 gallons
gallons
56,008 gallons
86 gallons
\$35.79

There is a slight increase in unaccounted for water loss, indicating a possible water leak is developing.

D. Recreation: There are several items for the community center that need Board consideration:

We have received a proposal for installing new and improved lighting for the Community Center entry walk lighting system. Copies of the plans and proposals are forwarded to the Director under separate for their consideration. It should be noted that most of the standing light poles are ready to fall, even thought they have been reinforced with supplemental support.

The Quilters have indicated that they are reviewing the costs of the glass roof over the deck area, in an effort to see if the costs can be significantly reduced by having the District do the work. At this time, no plans for an alternate roof plan have been submitted as this would confuse the permit terms with the County.

The entry steps are continuing to decline and the grant offer of \$10,000 from Supervisor Kinsey is still open, if we can find the additional funds needed for a new set of stairs and handicap walk repair.

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

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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.

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.

II. Review of the draft minutes for the general meeting held on July 23, 2003.

Next meeting date: October 22, is the 4th Wednesday (normal Board meeting date) and October 29th has been scheduled for the Park Service presentation of the Traffic Study. there have been some efforts to change the N. P. S. date; however, this does not seem to be possible. Supervisor Kinsey is unable to attend either a meeting on the 22nd or the 29th. It may be wise to schedule the meeting for the first or second week of November, as Supervisor Kinsey's assistant has indicated that he is open for those dates (November 5th or 12th).

ADJOURNMENT OR CONTINUATION

IX.

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MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 08/01/03 THROUGH 08/31/03

	USE			
VENDER NAME	CODE	DESCRIPTION PITAL IMPROVEMENT EXPENSES	FUND	AMOUNT
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	\$175.00
ADC Consultants, Inc.	2117	Administrative lees paid this month		\$175.00
		TOTAL WATER CAPITAL IMPROVMENT EXP	ENSES =	\$175.00
				¥ cc
		ON EXPENSES, DIVISION CODE 9236		
Kinko's ABC Consultants, Inc.	2049	Board meetig packets	P	38.56
	2117 2133	Administrative fees paid this month	B P	600.00
Office Max ABC Consultants, Inc.	2479	File folders, binders, etc. Travel allowance paid for last month		140 14
			B	142.14
Pacific Bell	2534 2534	415-388-7804 paid this month	В	88.12
Pacitic Bell	2534	707-643-1143 paid this month	В	18.31
USPO	2534	Certification and proof of mailing TOTAL G&A EXP	P ENGES =	5.69
		TOTAL G&A EXP	ENSES =	\$892.82
	FIRE DIVISIO	N EXPENSES, DIVISION CODE 9240		
Michael Moore	1073	Fire Safe Marin wages paid this month	С	1,722.40
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	225.00
Gall's Inc.	4827	Goggles	В	276.00
Grahm Groneman	4827	Ear muffs	В	18.23
Pacific Bell	4827	Fire station phone paid this month	В	62.98
Williams Communications	4827	Radio and battery	В	829.13
		TOTAL FIRE EXP	ENSES =	\$3,133.74
	DECDE ATIO	LEVELNEES DIVISION CODE 0000		
Harvey Pearlman	1028	N EXPENSES, DIVISION CODE 9239 Maint, manager wages paid this month	С	64.59
Salvador Gonzales	1073	Extra Hire wages paid this month	Č	168.20
Juana Gonzales	1077	Janitorial wages paid this month	C	310.04
State Fund	1701	Worker's Comp. Insurance	В	73.45
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Pacific Bell	2534	Community Centerpay phone paid this month	B	0.46
Bell's market	2041BI	Misc. Bistro supplies purchased this month	P	13.43
Lonna Richmond	2041BI	Bistro wages paid this month	Ċ	96.89
Nancy Knox	2041BI	Bistro pastries purchased this month	P	40.00
Trailey Tulox	1 20 - 121	TOTAL RECREATION EXP		\$1,267.06
		TOTAL RESIDENCE FOR		\$1,2000
RO	ADS & EASEN	IENT EXPENSES, DIVISION CODE 9237		
Harvey Pearlman	1028	Maint. manager wages paid this month	C	25 8 .36
Salvador Gonzales	1073	Extra Hire wages paid this month	Ċ	174.93
Martin Bros. Supply	2073	Debris hook	В	6.42
Goodman Building Supply	2077	Materials for Trail lighting	В	71.68
Home Depot	2077	Materials for Trail lighting	B	501.01
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	500.00
		TOTAL R&E EXP	ENSES =	\$1,512.40

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MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 08/01/03 THROUGH 08/31/03

WATER DIVISION EXPENSES, DIVISION CODE 9238

	CIT DIVION	JN EXPENSES, DIVISION CODE 9238		
Harvey Pearlman	1028	Maint. manager wages paid this month	С	1,700.88
Salvador Gonzales	1073	Extra Hire wages paid this month	С	114.39
State Fund	1701	Worker's Comp. Insurance	В	326.06
California Rural Water Association	2049	Harvey's License Certification classes	В	200.00
Goodman Building Supply	2077	Misc. small repair items	В	40.82
Home Depot	2077	Small fittings for repairs	В	119.30
Herb's Pool Service	2115	Chlorine supplies	В	47.19
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	800.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	В	950.00
California Rural Water Association	2121	Annual membership	В	235.00
USPO	2130	Postage	P	81.40
Office Max	2133	Window envelopes	Р	41.83
Pacific Bell	2534	Upper tank phone relay paid this month	В	31.72
American Water Works	22121	Annual membership	В	121.00
		TOTAL WATER EXF	ENSES =	\$4,809.59
				. ,
SECI	JRITY DEF	POSIT TRUST FUND TRANSACTIONS		
Amy Brooks	R9255R	Security deposit refund	В	500.00
Destiny Kinal		Security deposit refund	В	500.00
Elsa A Zavaleta		Partial deposit refund	В	200.00
Orlando Salzar		Security deposit refund	В	250.00
David Leibson		Partial deposit refund	В	13.96
Elizabeth Benedict	W9025R	Refund overpayment of security deposit	В	100.00
		TOTAL CHECKS ISSUED FROM TRUST	FUNDS =	\$1,563.96
	,	TOTAL WATER CAPITAL IMPROVMENT EXF	'ENSES =	\$175.00
B = Paid thru Salomon depository		TOTAL GENERAL FUND EXP		11,615.61
C = Paid thru County depositories		TOTAL CHECKS ISSUED FROM TRUST	FUNDS = _	1,563.96
P = Paid thru Petty Cash Funds		TOTAL OF ALL CHECKS	SSUED = -	\$13,354.57
The above bills were approved for payn	nent by the	Muir Beach Community Services District Board	d of Director	rs on
the day of		2002.		
	D DE 46	001111111111111111111111111111111111111		
MU	IK BEACH	COMMUNITY SERVICES DISTRICT		

, President

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Donovan Macfarlane, Secretary

Muir Beach Community Services District 2021-2003

Balance Sheet

As of August 31, 2003

	Aug 31, 03
ASSETS	
Current Assets Checking/Savings	•
Fund 428, County General Fund Fund 429, County Investment Fun	34,037
Capital Improvements	222,726
General Investments	74,722
Total Fund 429, County Investment Fun	297,448
Petty Cash Fund Salomon Smith Barney	-87
Fire Station Reserve	12,419
Firesafe Marin	11,038
General Funds	14,715
Rental deposit trust	3,000
Shaffer CalPers Trust	287
Water Security Deposit Trust	6,500
West Marin Funds	6,665
Total Salomon Smith Barney	54,623
Total Checking/Savings	386,021
Accounts Receivable Receivables	15,215
Total Accounts Receivable	15,215
Other Current Assets Undeposited Funds	-1,408
Total Other Current Assets	-1,408
Total Current Assets	399,828
Fixed Assets A4048, Office Equipment	537
Total Fixed Assets	537
TOTAL ASSETS	400,365
LIABILITIES & EQUITY Liabilities Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	3,000
W1506CPSh Shaffer CalPers Trust W9025RD, Security deposits	287 6,5 0 0
Total Other Current Liabilities	9,787
Total Current Liabilities	9,787
Total Liabilities	9,787
Equity	
Retained Earnings	392,015
Net Income	-1,438
Total Equity	390,578
TOTAL LIABILITIES & EQUITY	400,365

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4:46 PM 09/20/03

Muir Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES SUMMARY

Accrual Basis

August 2003

	Aug 03
Income	
Recreational Activities Inco	1,288
Water Capital Improvements	1,357
Water Operations Income	5,340
Total Income	7,985
Expense	
Administrative Expenses	893
Fire Operational Expenses	1,411
Firesafe Marin Grant Expen	1,722
Recreational Expenses	1,267
Roads & Easements Expens	1,512
Water Capital Improve'ts Exp.	175
Water Operating Expenses	5,166
Total Expense	12,147
Net Income	-4,162

Muir Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES DETAILED August 2003

	Aug 03
Income Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811TC, Tai Chi Income	1,060 115 113
Total R9811, Rec. Programs Income.	228
Total Recreational Activities Income	1,288
Water Capital Improvements Inco H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	1,312 45
Total H9031, Water Surcharge Income	1,357
Total Water Capital Improvements Inco	1,357
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	2 68 5,269
Total W9025, Water Service Income	5,340
Total Water Operations Income	5,340
Total Income	7,985
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2130, Mailing & Shipping Exp. A2479, Travel Expenses A2534, Telephone/Communications	39 600 6 142 106
Total Administrative Expenses	893
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	225 1,186
Total Fire Operational Expenses	1,411
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 chipper payroll	1,722
Total F2077-Chipper grant program	1,722
Total Firesafe Marin Grant Expenses	1,722
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R1701, Work Comp Insurance R2041, Rec. Program Expenses R2041BI, Bistro Expenses	60 444 45 73
Total R2041, Rec. Program Expenses	144

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Muir Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES DETAILED August 2003

	Aug 03
R2117, Administrative Expenses	500
R2534, Pay Telephone Expense R2535, Energy Expenses	0
Total Recreational Expenses	1,267
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	240
E1073, Extra Hire Wages	163
E1404, FICA	31
E2077, Road & Easement Repairs	579
E2117, Administrative Fees	500
Total Roads & Easements Expenses	1,512
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	175
Total Water Capital Improve'ts Exp.	175
Water Operating Expenses	
W1028, Maint. Mgr. Wages	1,580
W1073, Extra Hire Wages	106
W1404, FICA	129
W1701, Work. Comp.Insurance	473
W2049, Conferences & Training	400
W2077, Routine Repairs	160
W2115, Chemicals I Testing	47
W2117, Adminsitrative Fees	1,750
W2121, Miscellaneous Expenses	366
W2130, Postage & Shipping	81
W2133, Office Supplies	42
W2534, Telephone Relay Expense W2535, Electrical Service	32
Total Water Operating Expenses	5,166
Total Expense	12,147
Net Income	-4,162

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

	Jul - Aug 03	Budget	\$ Over Budget	% of Budget
Income				
Fire Operations Income	5,933			
Recreational Activities Income	3,978	2,402	1,575	166%
Water Capital Improvements Inco	4,714	9,422	-4,708	50%
Water Operations Income	12,587	6,165	6,422	204%
Total Income	27,211	17,989	9,222	151%
Expense				
Administrative Expenses	2,242	2,970	-728	75%
Fire Operational Expenses	2,644	822	1,822	322%
Firesafe Marin Grant Expenses	1,722	1,518	205	113%
Recreational Expenses	3,299	2,834	465	116%
Roads & Easements Expenses	3,870	1,202	2,668	322%
Water Capital Improve'ts Exp.	350	353	-3	99%
Water Operating Expenses	14,522	14,427	95	101%
Total Expense	28,649 _	24,126	4,523	119%
Net Income	-1,438	-6,136	4,699	23%



5:02 PM 09/20/03 Accrual Basis

Muir Beach Community Havices District 2002-2003 Profit & Loss Budget vs. Actual Year to Date Detailed

July through August 2003

	Jul - Aug 03	Budget	\$ Over Budget	% of Budget
Income Fire Operations Income F9763, Fire Assoc. Donations	5,933.00		,	
Total Fire Operations Income	5,933.00			
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income	3,455.00 275,09	2,045.00 267.27	1,410.00 7.82	168.9% 102.9%
R9811TC, Tai Chi Income	247.50	90.00	157.50	275.0%
Total R9811, Rec. Programs Income.	522.59	357.27	165.32	146.3%
Total Recreational Activities income	3,977.59	2,402.27	1,575.32	165.6%
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income	0.00	6,000.00	-6,000.00	0.0%
H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	3,098.24 90.00	1,509.63 420.00	1,588.61 -330.00	205.2% 21.4%
Total H9031, Water Surcharge income	3,188.24	1,929.63	1,258.61	165.2%
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest	1,002.29 523.15	1,09 7 .99 394.26	-95.70 128.89	91.3% 132.7%
Total H9377, Interest Earnings	1,525.44	1,492.25	33.19	102.2%
Totai Water Capitai improvements inco	4,713.68	9,421.88	-4,708.20	50.0%
Water Operations Income W9025, Water Service Income W9025Int., Overdue bili interst W9025LP, Late pay penalty W9025, Water Service Income - Other	4.88 165.06 12,417.05	2.93 131.23 6,030.99	1.95 33.83 6,386.06	166.6% 125.8% 205.9%
Total W9025, Water Service Income	12,586.99	6,165.15	6,421.84	204.2%
Total Water Operations Income	12,586.99	6,165.15	6,421.84	204.2%
Total Income	27,211.26	17,989.30	9,221.96	151.3%
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2130, Mailing & Shipping Exp. A2133, Office Supplies A2352, County Fees A2479, Travel Expenses	95.09 1,200.00 27.89 0.00 167.00 285.66	407.42 1,200.00 56.31 434.00 274.30	-312.33 0.00 -56.31 -26 7 .00 11.36	23.3% 100.0% 0.0% 38.5% 104.1%



5:02 PM 09/20/03 Accruai Basis

Muir Beach Community HI vices District 2002-2003 Profit & Loss Budget vs. Actual Year to Date Detailed July through August 2003

	Jui - Aug 03	Budget	\$ Over Budget	% of Budget
A2534, Telephone/Communications A2713, Legal fees	465.96 0.00	383.80 213.75	82.16 -213.75	121.4% 0.0%
Total Administrative Expenses	2,241.60	2,969.58	-727.98	75.5%
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	450.00 2,194.21	450.00 372.39	0.00 1,821.82	100.0% 589.2%
Total Fire Operational Expenses	2,644.21	822.39	1,821.82	321.5%
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 chipper payroll F1404 FICA	1,722.40 0.00	1,410.00 107.87	312.40 -107.87	122.2% 0.0%
Total F2077-Chipper grant program	1,722.40	1,517.87	204.53	113.5%
Totai Firesafe Marin Grant Expenses	1,722.40	1,517.87	204.53	113.5%
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R1701, Work Comp Insurance R2041, Rec. Program Expenses R2041BI, Bistro Expenses	160.00 832.25 96.57 316.10	35.00 644.50 79.52 141.88	125.00 187.75 17.05 174.22	457.1% 129.1% 121.4% 222.8%
R2041TC, Tai Chi Expenses Total R2041, Rec. Program Expenses	<u>180.00</u> 533.72	144.00 619.77	36.00 -86.05	125.0% 86.1%
R2117, Administrative Expenses R2259, Refuse Removal R2366, Building Supplies R2534, Pay Telephone Expense R2535, Energy Expenses	1,000.00 121.05 41.80 0.46 196.99	1,000.00 119.49 54.00 139.89	0.00 1.56 -53.54 57.10	100.0% 101.3% 0.9% 140.8%
Total Recreational Expenses	3,298.94	2,834.05	464.89	116.4%
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E2077, Road & Easement Repairs E2117, Administrative Fees E4000 Capital improvements E4001-Easement Lighting Total E4000 Capital improvements	690.00 300.00 75.75 579.11 1,000.00 	25.00 162.50 14.35 1,000.00	665.00 137.50 61.40 0.00	2,760.0% 184.6% 527.9% 100.0%
, ,	3,869.86	1,201.85	2,668.01	322.0%
Total Roads & Easements Expenses	3,009.00	1,201.05	2,006.01	342.076

Water Capital Improve'ts Exp.

5:02 PM 09/20/03 Accrual Basis

Muir Beach Community—III vices District 2002-2003 Profit & Loss Budget vs. Actual Year to Date Detailed

July through August 2003

	Jul - Aug 03	Budget	\$ Over Budget	% of Budget
H2049 Meeting & Hearing expense H2117, Administrative Fees	0.00 3 50.00	3.00 350.00	-3.00 0.00	0.0% 100.0%
Total Water Capital Improve'ts Exp.	350.00	353.00	-3.00	99.2%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	3,678.96	360.00	3,318.96	1,021.9%
W1073, Extra Hire Wages	131.25	580.58	-449.33	22.6%
W1404, FICA	240.04	1,165.09	-925.05	20.6%
W1506, Medical benefits	0.00	753.90	-753.90	0.0%
W1701, Work. Comp.insurance	2,094.91	1,834.05	260.86	114.2%
W2049, Conferences & Training	400.00	215.00	185.00	186.0%
W2058, Annuai Permit Fee	1,889.00	1,889.00	0.00	100.0%
W2077, Routine Repairs	171.35	2,357.77	-2,186.42	7.3%
W2115, Chemicals I Testing	137.19	58.96	78.23	232.7%
W2117, Adminsitrative Fees	3,500.00	3,500.00	0.00	100.0%
W2121, Miscellaneous Expenses	600.75	106.00	494.75	566.7%
W2130, Postage & Shipping	140.60	151.40	-10.80	92.9%
W2133, Office Supplies	80.03	79 23	0.80	101.0%
W2479, Travel allowance	300.00	200.00	100.00	150.0%
W2534, Telephone Relay Expense	122.78	51.81	70.97	237.0%
W2535, Electrical Service	1,034.93	1,124.04	-89.11	92.1%
Total Water Operating Expenses	14,521.79	14,426.83	94.96	100.79
Total Expense	28,648.80	24,125.57	4,523.23	118.79
et Income	-1,437.54	-6,136.27	4,698.73	23.4%



OFFICIAL MINUTES OF THE

MUIR BEACH COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

HELD ON WEDNESDAY, AUGUST 20, 2003

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

- I. Call to order: President Shaffer called the meeting to order at 7:16 pm. He then announced that no decisions had been made during the closed personnel meeting held on August 13, 2003 and that they requested Harvey Pearlman to submit a job description for his position.
- II. Review and consideration of the August 20, 2003 Agenda. There was a brief discussion of the Agenda, and Director Kamradt moved to approve the Agenda as submitted; seconded by Director Rudnick, ayes all.
- III. National Park Service: Ranger Alex Naar introduced himself to the Board and the audience. He is in charge of fire management for N. P. S. in the G. G. N. R. A. area. He noted that N. P. S. is studying the burnable debris in this general area so as to reduce the fire dangers in the area. He noted that some fire debris will be removed in certain areas and that a wider buffer will be created where necessary to give additional protection to dwellings adjacent to the park area.

Ranger Jennifer Vic then reported that restoration activities have begun on the Banducci ranch area. The old levees will be removed, banks will be stabilized and some debris dams will be established in the creek to create pool areas for fish habitat. The work will be completed by October. She noted that during the process they have moved about 600 fish to undisturbed areas,

She then reported that monitoring of the Pacific Way Flood Project continues. There is a problem with the old culvert under the Green Gulch Farms levee, which has become a frog habitat, and that the gate will be replaced in September with a similar sized structure.

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As for the Watershed Process, she will be mailing flyers out next week.

There will be a workshop on Big Lagoon, September 30, 2003, in the Civic Center from 6:30 to 9:00 pm. This will be the last opportunity for public input prior to the E.I. R..

In regard to the Transportation Plan she acknowledged the community concern about the parking lot proposals. Director Kamradt specifically mentioned the community objections to creating a parking lot on the old Santos Field area, and the G. M. noted that the District well site is one of the few areas where M.T.B. is not a contaminant problem. Ms Vic said a newsletter will be mailed in September, and the Board confirmed October 29, 2003 between the hours of 7:00 and 9:00 pm for an N. P. S. presentation of the Transportation Plan to the community.

- Bills to be paid: There was a brief discussion of the Bills to be Paid Report and Director Hills IV. moved to approve the report as submitted including a total of \$16,326.70 in general fund expenditures, \$175 in water capital improvement expenditures and \$593.18 in trust fund refunds, for a total of \$17,094.8 in warrants issued, seconded by Director Kamradt; ayes all.
- Fire Department, emergency disaster committee: Chief Sward was unable to attend tonight's V. meeting due to a conflict with another meeting.
- General Manager's Report: There was brief discussion of the fiscal report, followed by the VI. following:
 - District e-mail: The G. M. reported that due to his personal needs, he has installed a Α. satellite high speed internet service and he will no longer use AOL for his internet service. The District's internet service (muirbeachesd@aol.com) is a sub name on ABC Consultants, Inc. AOL account that will be canceled. ABC Consultants, Inc. has been paying the monthly AOL charge, without a charge to the District. However, this will no longer be available. Director Hills suggested that the G. M. should contact AOL for a

В.

VII.

reduced rate, as the District's use should be less than the unlimited use monthly fee. If this is available, the District will maintain the AOL minimal use site.

Roads and easements: President Shaffer announced that the District received a "Transmittal Memorandum" from Marin County concerning a request by Nina White to name the private driveway described as Assessors Parcels 199-202-10, 18, and 19 as "The Great White Way." The County requested the Districts comments. The request was actually received after the County comment deadline; however, Director Hills has drafted a letter for the Board 's response. Director Hills then quoted from the draft letter, noting that many years ago a previous Board had approved this name for the driveway, in memory of Nina White's deceased husband, who had been so instrumental in resolving the lower District area water problem by the purchase of the Seacape Water Company.

The topic generated a lively and often times acrimonious discussion from members of the audience. At the conclusion of the discussion, President Shaffer pointed out that the Board is naming the driveway, which is the County's authority. The board is responding to the request from the county asking about potential merits of the name proposed by Nina White. President Shaffer noted that the letter describes the historical side of the name and its merits from that point of view. He noted that all other points of view could aslo be provided to the County by members of the audience. The Board unanimously agreed the letter should be sent to the County, and the Board moved on to other matters on the Agenda.

Recreation: There was a brief discussion concerning the community center and the Quilter's funding ability for the proposed glass roof over the deck area. President Shaffer noted that as the Quilter's funding is well short of the \$50,000+ proposal submitted by Tony Moore, and suggested that an alternative roof

with skylights might be more affordable. He then noted that the community center's roof is in need of repair, which should be done in conjunction with a deck roof, if one is installed. He also emphasized that the existing temporary roof had been red tagged and that something needed to be done, as the Board is in a difficult position until either a new roof is installed under the permit or the temporary roof is removed to comply with the order for removal.

- Pine trees that are possibly on District property. These tress obstruct his view and he asked if the Board had made a decision. It was noted that in accord with a letter from the G. M., in which the G. M. indicated that the trees seemed to be mostly on the property adjacent to the community center, Mr. Woods has obtained a letter from the adjacent land owner agreeing to the tree removal. However, the Board has requested that the property line be designated by a licensed land surveyor so the Directors can determine if any and how many of the trees may be on District property. The Board is reluctant to remove too many trees at this time. Mr. Woods was advised to contact a surveyor and have the surveyor contact the G. M. for the details necessary.
- IX. Review of the draft minutes for the July 23, 2003 meeting. There were no changes suggested for these minutes and Director Kamradt moved to approve the minutes as written; seconded by Director Rudnick, ayes all.
- X. Next meeting date: Following a brief discussion the next meeting date was confirmed for Wednesday, September 24, 2003.
- The meeting was adjourned at 9:39 P.M.

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

Minutes\03-08-20.reg

TABLE OF CONTENTS FOR THE

BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE

MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, NOVEMBER 5, 2003 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE TO BEGIN AT 7:00 P.M.

DESCRIPTION	<u>PAGES</u>
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District Fiscal Consolidated Balance Sheet as of September 30, 2003	6
Monthly Income versus Expenses Summary report for September 2003	7
Detailed Monthly Income versus Expenses Summary report for Sept. 2003.	8 - 9
Summary Profit & Loss Budget Versus Actual, year through 09//30/03	10
Detailed Profit & Loss Budget Versus Actual, year to 09/30/03	11 - 14
Draft Minutes of the September 24, 2003 Board Meeting	15 - 18

Jan. - Positions heard load and clear part Well, ought down road, somore info transported They are conemtrating or patting to how the CSP involved. Pattinking. Les mut w/Kinsy - Kinsy said the comments chother an iffect - The County takes the cornermons serwish and is looking for attenden Alif Nevar is is chy of chang of many of the henowhow trees - the will go on for 31 mon weeks. They are basically remove, 4", but chang own larger Thy are muty w/louts or Pacific Way end getting it above the flood plain. They removed an old road in Man Woods that was a substan cawar of runoff problem.

Now entrut in the term and For Winter satters Due 21 Ing writing loses this are don't a plan Bu sighthe a bear on Mf. Tager.

AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR BOARD MEETING AND TWO PUBLIC HEARINGS ON WEDNESDAY, NOVEMBER 5, 2003. TO BEGIN AT APPROXIMATELY 7:00 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

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

- I. President Ostroff will call the general meeting to order. 7./0
- II. Review and consideration of the November 5, 2003 Agenda. Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so as to accommodate the needs of the Board and the public in attendance. However, no item can be added to the Agenda, for the purpose of having the Board make a decision, except as defined below under "Public Open Time"
- III. National Park Service: Representatives from the National Park Service (N. P. S.) will offer information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community.
- IV. Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the September 1 through September 30, 2003. Steve, Le all,
- V. Fire Department, Emergency Disaster Committee: Chief Sward will offer a report on the Department's activities since the last Board meeting. Committee William Funds—

 VI. General Manager's Report: The General Manager's written report follows, and the G. M. will be
- 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: Administrative activities have been normal. The following specific items require Board consideration:
 - 1. We have had 3 replies to our request for accounting proposals. All 3 have requested additional time for submitting a proposal due to fiscal year ending obligations.
 - 2. Budget review: With the close of September, the fiscal year is 25.2% complete. Review of the Summary Report of Income/Expenses as compared to the budget for the fiscal year through September indicate we are operating within the budget parameters, with exceptions explained below:
 - a. Administrative income is not received until December 2003 and May 2004.
 - b. Fire operations income is received in 2 increments, one from the Fire Association which has been paid and then from the West Marin Funds which have not been received.
 - c. The water capital improvements income received to date is from the monthly surcharge and that is in line with the budget projection. The capital improvement tax income is received in December and May.
 - d. Recreational rental income is generally greater during the previous months than during the winter months, and is expected to moderate.
 - e. All operating expenses are within normal parameters. Capital improvements will be expended as the priorities are established for completing the new well, well site and distribution system improvements.
 - B. Roads and Easements: The following items need Board consideration:
 - 1. The construction of the stairs for correcting the pedestrian way encroachment on the Sunset to Ahab trail are scheduled to begin next week.

- The preliminary pedestrian trail through the Seacape park area is essentially 2. The preliminary pedestrian trail through the Beacape park accompleted. We cleared a path approximately 5 feet wide, as per requests to maintain a narrower path than desired for a minimum 10' wide fire break. The Lasty me
- WATER OPERATIONS: C.
 - Coliform tests taken during September were free of bacteria. 1.
 - Gross water billing for the 08/16/03 through 9/16/03 billing period totaled \$6,617.30 including \$6,493.92 (compared to \$4,151 for the comparative previous year period) 2. in water service charges, 119.22 in late payment penalties and \$4.16 in interest charges. The monthly consumption surcharge for this period totaled \$1,668.33 versus \$1,066 for the comparative previous year period.

The table below tabulates the water production for the period August 16, 2003 to September 16, 2003. Total volume of water measured through the master meter = 957,285 gallons 30,880 gallons Average daily pumping rate Highest pumping day was on 9/15/03 and volume pumped = 41,515 gallons 10,970 gallons Lowest pumping day was on 9/06/03 and volume pumped = Total volume billed through service meters = 878,356 gallons 56,308 gallons Gross unaccounted for water loss = Estimated un-metered maintenance use1 500 gallons Estimated leak repair losses1 25,000 gallons 53,429 gallons Net unaccounted for water loss 7.19%) 1046 gallons Average daily customer consumption per meter = Average service billing = \$42.55

Recreation: There are several items for the community center that need Board consideration:

During the last Board meeting, a proposal for new lighting for the entry stairs and path to the community center was submitted. During the discussion, the electrical consultant mentioned that the wiring for the existing lighting is of adequate size and does not need replacement. Subsequently, I noticed that Costco (in Novato) has some aluminum light standards, with an old fashion design for less than \$90 including tax. I hope to bring one of these to the meeting for the Board's consideration as replacements for the existing lighting. Alternatively, I am looking into a different pole design (less expensive than the consultants suggestions) to replace the existing lighting with.

Stury #6320 but want for porting lighting.

- It is my understanding that at this time, with the Quilters having received a \$5,000 grant from the Marin Community Foundation, combined with donations for the "A 2. pain in the glass" donations, the total accumulated funds is close to \$40,000 (all proceeds have not been fully audited as they just came in and will be detailed in the October budget reports) which is estimated to be adequate for the roof construction. However, due to the anticipated rain season conditions an other requirements, construction will not begin until the next dry season.
- 3. Director Kamradt, in a meeting with Supervisor Kinsey received a commitment for an additional \$5,000 for renovating the entry stairs to the community center. I suggest that the Board consider matching funds of \$15,000 so this project can be done, along

A leak was repaired in the main distribution line from the well house to Frank Valley Road.

with the needed repairs to the handicap walk. The recreational budget for this year includes \$5,000 for capital improvements. The additional funds can be allocated from the retained earnings from previous years, of which \$4,500 (2002-03) and \$3,500 (2001-02) budgeted for community center improvements was not used.

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.

details offering a clear understanding of the problem to be considered.

Hay New Years Party — ap & 14.

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 general meeting held on September 24, 2003.
- IX. Next meeting date: Normally, the District delays the regular November meeting until the first Wednesday in December, which is Wednesday, December 3, 2003.

ADJOURNMENT OR CONTINUATION 9-00

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 09/01/03 THROUGH 09/30/03

VENDER NAME	CODE WATER CA	DESCRIPTION PITAL IMPROVEMENT EXPENSES	FUND	AMOUNT
ABC Consultants, Inc.	2117		В	\$175.00
		TOTAL WATER CAPITAL IMPROVMENT EXP	ENSES =	<u> </u> \$175.00
				¥ 11 5/61
Bell's Market	2049	ON EXPENSES, DIVISION CODE 9236 Refreshments for Board meeting	P	4.34
Kinko's	2049	Board meetig packets	' Р	38.50
Starbucks	2049	Coffee for Board meeting	P	24.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	600.00
Office Max	2133	Misc. supplies for copy room	P	24.40
ABC Consultants, Inc.	2479	Travel allowance paid for last month	<u>.</u> В	144.2
Cingular	2534	rebate on cell phone transfer	<u>B</u>	-109.65
Pacific Bell	2534	415-388-7804 paid this month	B	88.59
Pacific Bell	2534	707-643-1143 paid this month	<u>B</u>	19.24
Marin County	2713	Legal review of tiered rates	 c	55.00
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1 200	TOTAL G&A EXP		
ABC Consultants, Inc.	FIRE DIVISIO	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month	В	225.00
Pacific Bell	4827	Fire station phone paid this month	<u>В</u>	62.9
racilic Deli	1 4021	TOTAL FIRE EXP		
Harvey Pearlman	RECREATION 1028	N EXPENSES, DIVISION CODE 9239 Maint, manager wages paid this month	С	419.83
State Compensation Fund	1028	Work compesation insurance for August	C	64.19
Salvador Gonzales	1073	Extra Hire wages paid this month	С	269.14
Juana Gonzales	1077	Janitorial wages paid this month	С	310.04
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	500.00
Costco	2366	Building supplies, towels, etc.	Р	41.79
Pacific Bell	2534	Community Centerpay phone paid this month	В	53.46
McPhail	2535	Butane for community center	В	164.29
Pacific Gas & Electric	2535	Community Center electric paid this month	В	96.17
Bell's market	2041Bl	Misc. Bistro supplies purchased this month	Р	10.50
Costco	2041Bl	Coffee for Bistro	P	35.96
Lonna Richmond	2041BI	Bistro wages paid this month	С	193.78
Nancy Knox	2041BI	Bistro pastries purchased this month	Р	25.00
Emiko Wang		Tai Chi instruction August & Sept.	В	198.00
<u> </u>	•	TOTAL RECREATION EXP	ENSES =	\$2,382.1
Df	NANG & EAGEN	MENT EXPENSES, DIVISION CODE 9237		, ,
Harvey Pearlman	1028	Maint. manager wages paid this month	С	355.24
Salvador Gonzales	1073	Extra Hire wages paid this month	C	000.2.
Jackson's	2077	Stihl helmet system	В	61.12
Maartin Bros. Supply	2077	Sand and gravel for repairs	В	127.99
		Administrative fees paid this month	В	500.00
ABC Consultants, Inc.	2117	I Administrative tees haid this month		

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 09/01/03 THROUGH 09/30/03

WATER DIVISION	EXPENSES, DIVIS	ION CODE 9238

Harvey Pearlman	1028	Maint, manager wages paid this month	C	1,184.16
State Compensation Fund	1028	Work compesation insurance for August	C	644.33
Jose Alcala	1,073	extra hire wages paid in Sept.	С	53.83
PERS	1506	Harvey's medical insurance August & Sept.	В	520.05
Costco	2077	Towels for repairs	P	10.29
Home Depot	2077	Misc. small fittings	В	49.50
J. L. Wingert, Inc.	2077	Flexible chlorine piping	В	54.37
Hach Company	2115	Chlorine residual test supplies	В	81.46
Herb's Pool Service	2115	Chlorine supplies	В	47.19
Marin Health Laboratory	2115	Coliform tests in August	В	30.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	В	950.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	800.00
Public Storage	2121	File storage	В	59.00
USPO	2130	Postage	Р	103.10
Costco	2133	Printer ink cartridges	Р	226.52
Harvey Pearlman	2479	Travel allowancefor August & September	В	200.00
Cingular Wireless	2534	Harvey's Cell phone	В	37.87
Pacific Bell	2534	Upper tank phone relay paid this month	В	31.72
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	В	551.14
		TOTAL WATER EXP	PENSES =	\$5,634.53

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

PERS	1506	Shaffer medical trust	В	460.85
Chaplaincy Institute	R9255	Security deposit refund	В	250.00
Compass Community Services	R9255	Security deposit refund	В	250.00
Lisett Sell	R9255	Security deposit refund	В	500.00
Opportunity to Independence, Inc.	R9255	Security deposit refund	В	250.00
Sue Porter	R9255	Security deposit refund	В	500.00
Allan Steinbach	R9255r	Security deposit refund	В	250.00
Zen Center	R9255R	Security deposit refund	В	250.00

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$2,710.85

	TOTAL WATER CAPITAL IMPROVMENT EXPENSES =	\$175.00
B = Paid thru Salomon depository	TOTAL GENERAL FUND EXPENSES =	10,237.63
C = Paid thru County depositories	TOTAL CHECKS ISSUED FROM TRUST FUNDS =	2,710.85
P = Paid thru Petty Cash Funds	TOTAL OF ALL CHECKS ISSUED =	\$13,123.48

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the ______ day of ______ 2003.

Muir Beach Community Services District

Maury Ostroff, President _____ Donovan Macfarlane, Secretary

1:19 PM 11/01/03

Accruai Basis

Muir Beach Community Services District 2021-2003

Balance Sheet

As of September 30, 2003

	Sep 30, 03
ASSETS	
Current Assets	
Checking/Savings Fund 428, County General Fund	30,487
Fund 429, County Investment Fun	222,726
Capitai improvements Fire Station Reserve	14,625
General investments	60,097
Total Fund 429, County Investment Fun	297,448
· •	8
Petty Cash Fund Salomon Smith Barney	U
Firesafe Marin	11,038
General Funds	27,604
	27,00 4 750
Rental deposit trust	
Shaffer CalPers Trust	-9
Water Security Deposit Trust West Marin Funds	6,600 6,665
Total Salomon Smith Barney	52,648
Total Checking/Savings	380,591
Accounts Receivable	47.050
Receivables	17,353
Total Accounts Receivable	17,353
Total Current Assets	397,944
Fixed Assets A4048, Office Equipment	537
Total Fixed Assets	537
TOTAL ASSETS	398,481
LIABILITIES & EQUITY Liabilities	
Current Llabilities	
Other Current Liabilities	
R9255R, Refundable deposits	750
W1506CPSh Shaffer CalPers Trust	-174
W9025RD, Security deposits	6,600
Total Other Current Liabilities	7,176
Total Current Liabilities	7,176
Total Liabilitles	7,176
Equity	
Retained Earnings	392,015
Net Income	-711
Total Equity	391,305
TOTAL LIABILITIES & EQUITY	200 404
TOTAL LIABILITIES & EQUITY	398,481

Muir Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES SUMMARY

Accrual Basis

September 2003

	Sep 03
Income	
Recreational Activities Inco	2,349.35
Water Capital Improvements	1,914.20
Water Operations Income	6,875.92
Total Income	11,139.47
Expense	
Administrative Expenses	888.69
Fire Operational Expenses	287.91
Firesafe Marin Grant Expen	
Recreational Expenses	2,382.15
Roads & Easements Expens	1,044.35
Water Capital Improve'ts Exp.	175.00
Water Operating Expenses	_5,634.53
Total Expense	10,412.63
Net Income	726.84

Muir Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES DETAILED September 2003

	Sep 03
Income Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811TC, Tai Chi Income	2,063 152 135
Total R9811, Rec. Programs Income.	287
Total Recreational Activities Income	2,349
Water Capital Improvements Inco H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	1,689 225
Total H9031, Water Surcharge Income	1,914
Total Water Capital Improvements Inco	1,914
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	4 115 6,757
Total W9025, Water Service Income	6,876
Total Water Operations Income	6,876
Total Income	11,139
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2133, Office Supplies A2479, Travel Expenses A2534, Telephone/Communications A2713, Legal fees	67 600 24 144 -2 55
Total Administrative Expenses	889
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marln Fund Expenses	225 63
Total Fire Operational Expenses	288
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 chipper payroli F1404 FICA	
Total F2077-Chipper grant program	
Total Firesafe Marin Grant Expenses	
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R1701, Work Comp Insurance R2041, Rec. Program Expenses R2041BI, Bistro Expenses	390 538 85 64 251

1:18 PM 11/01/03 Accrual Basis

Muir Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES DETAILED September 2003

	Sep 03
R2041TC, Tai Chi Expenses	198
Total R2041, Rec. Program Expenses	449
R2117, Administrative Expenses R2366, Building Supplies R2534, Pay Telephone Expense R2535, Energy Expenses R2535G, Butane Gas Expenses R2535, Energy Expenses - Other	500 42 53 164 96
Total R2535, Energy Expenses	260
Total Recreational Expenses	2,382
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E2077, Road & Easement Repairs E2117, Administrative Fees	330 25 189 500
Total Roads & Easements Expenses	1,044
Water Capital Improve'ts Exp. H2117, Administrative Fees	175
Total Water Capital Improve'ts Exp.	175
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPHvy	1,100 138 520
Total W1506, Medical benefits	520
W1701, Work. Comp.Insurance W2077, Routine Repairs W2115, Chemicals I Testing W2117, Adminsitrative Fees W2121, Miscellaneous Expenses W2130, Postage & Shipping W2133, Office Supplies W2479, Travel allowance W2534, Telephone Relay Expense W2535, Electrical Service	644 114 159 1,750 59 103 227 200 70 551
Total Water Operating Expenses	5,635
Total Expense	10,413
Net Income	727

4:07 PM 11/01/03 Accrual Basis

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

	Jul - Sep 03	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income	0	46,600	-46,600	0%
Fire Operations Income	5,933	14,233	-8,300	42%
Firesafe Marin Grant Income	0	15,000	-15,000	0%
Recreational Activities Income	6,327	11,500	-5,173	55%
Water Capital Improvements Inco	6,628	78,140	-71,512	8%
Water Operations Income	19,463	73,440	-53,977	27%
Total Income	38,351	238,913	-200,562	16%
Expense				
Administrative Expenses	3,130	18,550	-15,420	17%
Fire Operational Expenses	2,932	14,233	-11,301	21%
Firesafe Marin Grant Expenses	1,722	6,400	-4,678	27%
Recreational Expenses	5,681	27,206	-21,525	21%
Roads & Easements Expenses	4,914	20,823	-15,909	24%
Water Capital Improve'ts Exp.	525	229,522	-228,997	0%
Water Operating Expenses	20,156	80,174	-60,018	25%
Total Expense	39,061	396,908	-357,847	10%
Net Income	-711	-157,995	157,284	0%

4:05 PM 11/01/03 Accrual Basis

Muir Beach Community Services District 2003-2004 Profit & Loss Budget vs. Actual Year to Date Detailed

	Jui - Sep 03	Budget	\$ Over Budget	% of Budget	
Income Administrative income A9001, General Tax Income A9203, Non Tax Income	0.00 0.00	46,200,00 400.00	-46,200.00 -400.00	0.0% 0.0%	
Total Administrative Income	0.00	46,600.00	-46,600.00		0.0%
Fire Operations income F9377, West Marin Funds F9763, Fire Assoc. Donations	0.00 5,933.00	8,300.00 5,933.00	-8,300.00 0.00	0.0% 100.0%	
Total Fire Operations Income	5,933.00	14,233.00	-8,300. 0 0		41.7%
Firesafe Marin Grant Income F9811FM, Grant income	0.00	15,000.00	-15,000.00	0.0%	
Total Firesafe Marin Grant Income	0.00	15,000.00	-15,000.00		0.0%
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811CP, Child's Prog. Income R9811TC, Tai Chi Income	5,517.50 426.94 0.00 382.50	9,000,00 1,300.00 200.00 1,000.00	-3,482.50 -873.06 -200.00 -617.50	61.3% 32.8% 0.0% 38.3%	
Total R9811, Rec. Programs Income.	809.44	2,500.00	-1,690.56	32.4%	
Total Recreational Activities income	6,326.94	11,500.00	-5,173.06		55.0%
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Non District Surcharge H9031, Water Surcharge Income - Other	0.00 4,787.44 0.00 315.00	55,900.00 17,800.00 540.00 0.00	-55,900.00 -13,012.56 -540.00 315.00	0.0% 26.9% 0.0% 100.0%	
Total H9031, Water Surcharge Income	5,102.44	18,340.00	-13,237.56	27.8%	
H9377, interest Earnings H9377C, Cap. imp. Interest H9377G, Gen. inv. Interest	1,002.29 523.15	3,000.00 900.00	-1,997.71 - 3 76.85	33.4% 58.1%	
Total H9377, Interest Earnings	1,525.44	3,900.00	-2,374.56	39.1%	
Total Water Capital Improvements inco	6,627.88	78,140.00	-71,512.1 2		8.5%
Water Operations Income W9025, Water Service Income W9025int., Overdue bili Interst W9025LP, Late pay penaity W9025, Water Service Income - Other	9.04 279.63 19.174.24	40.00 900.00	-30.96 -620.37	22.6% 31.1%	
Total W9025, Water Service income	19,462.91	940.00	18,522.91	2,070.5%	
W9772, Miscelianeous income	0.00	72,500.00	-72,500.00	0.0%	
Total Water Dperations income	19,462.91	73,440.00	-53,977.09		26.5%
Total income	38.350.73	238,913.00	-200,562.27		16.1%
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues	161.99	750.00	-588.01	21.6%	

11/01/03

Accrual Basis

Muir Beach Community Services District 2003-2004 Profit & Loss Budget vs. Actual Year to Date Detailed

	Jui - Sep 03	Budget	\$ Over Budget	% of Budget	
A2059, P & L insurance	0.00	895. 00	-895.00	0.0%	
A2117, Consuiting Admin. Fees	1,800,00	7.500.00	-5,700.00	24.0%	
A2118, Independent Audit	0.00	1,200.00	-1,200.00	0.0%	
A2121, Miscellaneous Expenses	0.00	350.00	-350.00	0.0%	
A2129. Gen. Election expenses	0.00	455.00	-455.00	0.0%	
A2130, Mailing & Shipping Exp.	27.89	100.00	-72.11	27.9%	
A2133, Office Supplies	24.40	650.00	-625.60	3.8%	
A2137, Copier Maint. Expenses	0.00	0.00	0.00	0.0%	
A2352, County Fees	187.00	1,200.00	-1,033.00	13.9%	
A2479, Travei Expenses	429.87	2,100.00	-1.670.13	20.5%	
A2534, Telephone/Communications	464.14	2,850.00	-2,385.86	16.3%	
A2713, Legal fees	55.00	500.00	-445.00	11.0%	
Total Administrative Expenses	3,130.29	18,550.00	-15,419.71	11.070	16.9%
Fire Operational Expenses	•				
F2059, P & L Insurance	0.00	3,233.00	-3,233.00	0.0%	
F2117, Administrative Fees	6 7 5.00	2,700.00	· · · · · · · · · · · · · · · · · · ·		
F4048, Fire Station improvement	0.00	0.00	-2,025.00 0.00	25.0%	
F4827, W. Marin Fund Expenses	2,257.12	8,300.00	-6,042.88	0.0% 27.2%	
Total Fire Operational Expenses	2,932.12		-11,300,88	21.276	20.6%
Firesafe Marin Grant Expenses	2,932.12	14,255.00	-11,300.00		20.6%
F2077-Chipper grant program					
F1073 chipper payroli	1,722.40	5,000.00	-3,277.60	34.4%	
F1404 FICA	0.00	400.00	-5,277.00 -400.00	0.0%	
F2077 Misc. Expenses	0.00	1,000,00	-1,000.00	0.0%	
Total F2077-Chipper grant program	1,722.40	6,400.00			
rotal F2077 Chipper grant program	1,722.40	6,400.00	-4,677.60	26.9%	
Total Firesafe Marin Grant Expenses	1,722.40	6,400.00	-4,677.60		26.9%
Recreational Expenses					
R1028, Maint. Mgr. Wages	550.00	500.00	50.00	110.0%	
R1073, Janitorial wages	1,370.25	4,600.00	-3,229.75	29.8%	
R1404, FICA	181.36	352.00	-170.64	51. 5 %	
R1701, Work Comp Insurance	380.29	1,000.00	-619.71	38.0%	
R2041, Rec. Program Expenses					
R2041Bi, Bistro Expenses	605.18	2,800.00	-2,194.82	21.6%	
R2041CD, Com. Dinner Expenses	0.00	0.00	0.00	0.0%	
R2041CP, Child's Program Exp.	0.00	200.00	-200.00	0.0%	
R2041TC, Tai Chi Expenses	378.00	900.00	-522.00	42,0%	
Total R2041, Rec. Program Expenses	983.18	3,900.00	-2,918.82	25.2%	
R2059, P & Linsurance	0.00	974.00	-974.00	0.0%	
R2077, Routine Repairs	0.00	1,000.00	-1,000.00	0.0%	
R2097, CC Ground Maintenance	0.00	1,000.00	-1,000.00	0.0%	
R2117, Administrative Expenses	1,500,00	6,200.00	-4,700.00	24.2%	
R2121, Miscellaneous Expenses	0.00	100.00	-100.00	0.0%	
R2259, Refuse Removal	121.05	480.00	-358.95	25.2%	
R2366, Building Supplies	83.59	200.00	-116.41	41.8%	
R2534, Pay Telephone Expense	53.92	700.00	-646.08	7.7%	
R2535, Energy Expenses	0.00	000.00	000.00	. co.	
R2535E, Electrical Expenses	0.00	900.00	-900.00	0.0%	
R2535G, Butane Gas Expenses	164.29	300,00	-135.71	54.8%	
R2535, Energy Expenses - Other	293.16				

4:05 PM 11/01/03 Accrual Basis

Muir Beach Community Services District 2003-2004 Profit & Loss Budget vs. Actual Year to Date Detailed

	Jul - Sep 03	Budget	\$ Over Budget	% of Budget	
Total R2535, Energy Expenses	457.45	1,200.00	-742.55	38.1%	
R4000 Capital Improvements R4001, Building Improvements	0,00	5,000.00	-5,000.00	0.0%	
Total R4000 Capital improvements	0.00	5,000.00	-5,000.00	0.0%	
Total Recreational Expenses	5,681.09	27,206.00	-21,524.91		20.9%
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E1701, Work's. Comp. Insurance E2059, P & L Insurance E2077, Road & Easement Repairs E2117, Administrative Fees E4000 Capital improvements E4001-Easement Lighting	1,020.00 300.00 100.99 0.00 0.00 768.22 1,500.00	1,500.00 2,000.00 300.00 400.00 423.00 10,000.00 6,200.00	-480.00 -1,700.00 -199.01 -400.00 -423.00 -9,231.78 -4,700.00	68.0% 15.0% 33.7% 0.0% 0.0% 7.7% 24.2%	
Total E4000 Capital improvements	1,225.00				
Total Roads & Easements Expenses Water Capital Improve'ts Exp. H2059, P & L Insurance H2117, Administrative Fees H2352, County fees H2713, Project Improvements	4,914.21 0.00 525.00 0.00	20,823.00 322.00 3,500.00 700.00	-15,908.79 -322.00 -2,975.00 -700.00	0.0% 15.0% 0.0%	23.6%
H2713CP, System improvements	0.00	200,000.00	-200,000.00	0.0%	
Total H2713, Project Improvements	0.00	200,000.00	-200,000.00	0.0%	
H4169UT, Priority improvements H4169NW, New Weil H4169VR, Valve Replacement	0.00 0.00	10,000.00 15,000.00	-10,000.00 -15,000.00	0.0% 0.0%	
Total H4169UT, Priority Improvements	0.00	25,000.00	-25,000.00	0.0%	
Total Water Capital improve'ts Exp.	525.00	229,522.00	-228,997.00		0.2%
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPHvy W1506, Medical benefits - Other	4,778.96 131.25 378.03 520.05 0.00	18,000.00 2,000.00 1,600.00 3,000.00 0.00	-13,221.04 -1,868.75 -1,221.97 -2,479.95 0.00	26.5% 6.6% 23.6% 17.3% 0.0%	
Totai W1506, Medical benefits	520.05	3,000.00	-2,479.95	17.3%	
W1701, Work. Comp.Insurance W2049, Conferences & Training W2058, Annual Permit Fee W2059, P & L Insurance W2077, Routine Repairs W2115, Chemicals Testing W2117, Adminsitrative Fees	2,739.24 400.00 1,889.00 0.00 285.51 295.84	2,000.00 300.00 1,889.00 1,535.00 5,000.00 3,000.00	739.24 100.00 0.00 -1,535.00 -4,714.49 -2,704.16	137.0% 133.3% 100.0% 0.0% 5.7% 9.9%	
W2117A. Administrative Fees W2117C. Clerical Fees	0.00 0.00	10,800.00 10,800.00	-10,800.00 -10,800.00	0 .0% 0.0%	

4:05 PM

11/01/03

Accrual Basis

Muir Beach Community Services District 2003-2004 Profit & Loss Budget vs. Actual Year to Date Detailed

	Jul - Sep 03	Budget	\$ Over Budget	% of Budget
W2117, Adminsitrative Fees - Other	5,250.00			
Totai W2117, Adminsitrative Fees	5,250.00	21,600.00	-16,350.00	24.3%
W2121, Misceilaneous Expenses	659.75	500.00	159.75	132.0%
W2130, Postage & Shipping	243.70	800.00	-556.30	30.5%
W2133, Office Supplies	306.55	750.00	-443.45	40.9%
W2325, Contract Services	0.00	10,000.00	-10,000.00	0.0%
W2479, Travel allowance	500.00	1,200.00	-700.00	41.7%
W2534, Telephone Relay Expense	192.37	500.00	-307.63	38.5%
W2535, Electrical Service	1,586.07	6,500.00	-4,913.93	24.4%
Total Water Operating Expenses	20,156.32	80,174.00	-60,017.68	25.1%
Total Expense	39,061.43	396,908.00	-357,846.57	9.8%
Net Income	-710.70	-157,995.00	157,284.30	0.4%

OFFICIAL MINUTES OF THE

MUIR BEACH COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

HELD ON WEDNESDAY, SEPTEMBER 24, 2003

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

- I. Call to order: President Shaffer called the meeting to order at 7:20 pm and turned the meeting over to incoming President Ostroff. President Ostroff thanked Director Shaffer for his introduction and briefly noted that he is new to this position and may require forbearance as he learns the procedures for conducting the meetings.
- II. Review and consideration of the September 24, 2003 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 Jennifer Vic offered an update on the ongoing activities of the Park Service, including:
 - A. Within the next few weeks, new trail maps will be available.
 - B. Fire management is being considered in an alternate location tonight.
 - C. Brochures and information cards are being mailed to the owners on the area tax roll, the brochures include the schedule of meetings for the transportation and big lagoon studies.
 - D. The big lagoon working group is considering a development plan for the mouth of
 Redwood Creek. The estimated cost is \$5.4 million to restore the lagoon and creek bed.
 Half of the funding will be from N. P. S. and the balance for alternative funding sources.
 - E. The ranger involved with the area traffic plan stipulated that most of the rumors concerning the hiking trail through Muir Beach are incorrect. He then announced that

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1 2 October 20, 29 (Muir Beach) and 30, 2003. 3 4 District was left out of the considerations. 5 6 IV. 7 8 9 10 seconded by Director Shaffer; ayes all. V. 11 12 Pelican Inn. 13 VI. 14 following: 15 16 Α. 17 18 the work can be completed. 19 20 В. 21 22 23 24

more details on the traffic plan will be discussed during the public meetings scheduled for

Director Kamradt pointedly noted that 3 years ago the District had been promised to be a part of the traffic planning group. However, that promise was not fulfilled and the

- Bills to be paid: There was a brief discussion of the Bills to be Paid Report and Director Kamradt moved to approve the report as submitted including a total of \$11,615.61 in general fund expenditures and \$175 in water capital improvement expenditures, and \$1,563.96 in security deposit refunds and trust fund expenses for a total of \$13,354.57 in warrants issued,
- Fire Department, emergency disaster committee: Chief Sward reported that the department is operating well, and that they have received funding to install an upgraded fire hydrant near the
- General Manager's Report: There was brief discussion of the fiscal report, followed by the
 - Roads and easements: There was a discussion of the progress, or lack of progress for the mitigation of the District's pedestrian path encroachment on private property at the sunse end of the Ahab to Sunset Way trail. Director Hills indicated that he will clear the air so
 - Karla Andersdatter had requested some considerations of the Boards communications with the County concerning the naming of the driveway behind her dwelling. She made some opening comments and this was followed by an acrimonious exchange between Ms Andersdatter and President Ostroff, ending in the Board's informal rejection of Ms

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Andersdatter's request.

- C. Water operations: The G. M. reported that water operations were normal. and that water consumption had declined from last months high level.
- D. **Recreation:** The following recreational items were discussed:
 - 1. Electrician Paul Brunner, who completed the trail lighting from the community center to Sunset Way submitted (at the G. M.'s request) a proposal to renovate/improve the community center entry lighting. The Board was given copies of the proposal with sketches of the improvements and estimated labor costs ranging from just under \$4,000 to more than \$6,000. The Board deferred consideration to an undetermined future date, to permit time for them to study the proposal.
 - 2. Kathy Sward reported that various funding and cost estimates are being considered for completing the community center glass deck roof. Michael Moore suggested a new fund raising program entitle "Pain in the glass" for residents to make dedicated donations. The Board concurred with the suggestion and offered assistance for the brochures to solicit the donations.
 - 3. Grant funds for improving the community center entry stairs were briefly discussed, with no action taken.
- Public Open Time: Colleen Curry requested the Board to review the drainage from Sunset VII. Way, that crosses her property to Pacific Way. This was followed by a brief discussion of actions taken and completed this year, which should mitigate the problem. the matter will be further evaluated in the forthcoming rain season.

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1	VIII.	Review of the draft minutes for the July 23, 2002	meetings. Director Shaffer noted that the
2		Minutes on page 16 of 18 in the Board's packet, lin	e 14 needs to be changed from "that the
3		Board is naming the driveway" to "the Board is not	naming the driveway". With this correction,
4		Director Shaffer moved to approve the minutes as c	orrected, seconded by Director Hills, ayes all.
5	IX.	Next meeting date: Following a brief discussion th	e next meeting date was confirmed for
6		Wednesday, November 5, 2003. It was also noted the	nat the Board needs to conduct another closed
7		meeting concerning District employees; however no	o date was set for this.
8	The m	neeting was adjourned at 9:13 P.M.	
9		These minutes were approved by the Muir Beach C	ommunity Services District Board of
10	Direct	etors, during their meeting on	
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13	Maury	y Ostroff, Board President	Donovan Macfarlane, Secretary
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Minutes\03-09-24.reg

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TABLE OF CONTENTS FOR THE

BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE

MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, DECEMBER 10, 2003 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE TO BEGIN AT 7:30 P.M.

DESCRIPTION	<u>PAGES</u>
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District Fiscal Consolidated Balance Sheet as of October 31, 2003	6
Monthly Income versus Expenses Summary report for October 2003	7
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Draft Minutes of the September 24, 2003 Board Meeting	15 - 17
Draft Minutes of the November 5, 2003 Board Meeting	18 - 21
District's letter to Supervisor Kinsey re: The Comprehensive Transportation	
Management Plan (CTMP)	23 - 26

6:30-9:00 My Big Laper - 6:30-9:00 Mile Mile Self Dec 2)

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AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' CLOSED PERSONNEL MEETING TO BEGIN AT 6:00 P. M. AND TO BE FOLLOWED BY A REGULAR BOARD MEETING
ON WEDNESDAY, DECEMBER 10, 2003. TO BEGIN AT APPROXIMATELY 7:30 PM IN THE
COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE,
MUIR BEACH, CALIFORNIA.

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

AGENDA FOR THE CLOSED PERSONNEL MEETING.

- Steve Shaffer.

 DA FOR THE CLOSED PERSONNEL MEETING.

 President Ostroff will call the closed personnel meeting to order and begin the review of employee I. activities and performance, including personnel interviews, in accord with Gov. Code. Sec. 54957.
- Announcement to the Public: Any conclusions reached during this meeting and the closed personnel meeting held on December 2, 2003 will be discussed for Board decision during the next scheduled public II Board meeting

AGENDA FOR THE REGULAR BOARD OF DIRECTORS MEETING \mathbb{Z} 43

- President Ostroff will call the regular meeting to order and announce any decisions made during I. the closed personnel meetings.
- Review and consideration of the December 10, 2003 regular meeting Agenda. Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so II. 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" Lors dof C = Drb. Steve, Lorsh.
- National Park Service: Representatives from the National Park Service (N. P. S.) will offer III. information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community.
- Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the September 1 through September 30, 2003.

 Fire Department, Emergency Disaster Committee: Chief Sward will offer a report on the IV.
- V. Department's activities since the last Board meeting. No Comments .
- Letter to Supervisor Kinsey: In response to Supervisor Kinsey's request for District input concerning the CTMP Transportation Afternatives, the Directors have meet with numerous residents, and officials of other concerned governmental agencies and prepared a letter (copy attached to the Board information packet) to send to Supervisor Kinsey. Det green king 12/12 CTMP
- General Manager's Report: The General Manager's written report follows, and the G. M. will be VII. 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:** Administrative activities have been normal. The following specific items require Board consideration:
 - During the previous Board of Director meeting, the Directors indicated a desire for the G. M. to compile a summary of the District policies and decisions derived during the Directors meetings. This project is somewhat more detailed and time consuming than originally anticipated, and was further delayed by the G. M.'s surgery. The project is in good progress and will be completed in time for submission to the Directors prior to the January Board meeting.
 - 2. The Budget Reports continue to indicate that the District is operating within the budget parameters.
 - В. **Roads and Easements:** The following items need Board consideration:

- 1. The construction of the stairs for correcting the pedestrian way encroachment on the Sunset to Ahab trail were delayed due weather. It is my understanding that construction will begin next week, subject to weather conditions.
 - The easterly property line of the Community Center property has been designated by a land surveyor and several pine trees have been marked to indicate the trees Mr. Wood is requesting to have removed. Mr. Wood has offered to replace the trees with trees of a suitable species for the area, and is requesting Board approval of the removal and replacement.
- There is a need to review the policy for the District's Park area from Seacape Drive to the Muir Beach Overlook. Ryslaving The sign County Council

C. WATER OPERATIONS:

2.

- 1. Coliform tests taken during October and November were free of bacteria.
- 2. Gross water billing for the 09/16/03 through 10/16/03 billing period totaled \$5,896.96 including \$5,776.68 (compared to \$4,718 for the comparative previous year period) in water service charges, 117.77 in late payment penalties and \$2.51 in interest charges. The monthly consumption surcharge for this period totaled \$1,489.30 versus \$1,203 for the comparative previous year period.

The table below tabulates the water production for the period September 16, 2003 to October 16, 2003. Total volume of water measured through the master meter = 955,425 gallons Average daily pumping rate 31,848 gallons Highest pumping day was on 9/22/03 and volume pumped = 44,088 gallons Lowest pumping day was on 9/29/03 and volume pumped = 15,097 gallons Total volume billed through service meters = 801,340 gallons Gross unaccounted for water loss = 154,085 gallons Estimated un-metered maintenance use gallons Estimated leak repair losses¹ gallons Net unaccounted for water loss 16.13%)¹ 154,085 gallons Average daily customer consumption per meter = 154 gallons Average service billing = \$37.67

Several leaks were repaired in the distribution system.

Recreation: During the last meeting, Harvey Pearlman requested the Board's consideration of conditional funding for an annual New Years party in the community center. The cost of the party is generally a minimum of \$1,000, which is normally recovered in fees for attendance. The conditional request is to provide funds in the event the fees are not adequate to cover all expenses. Spece, Lugar #500 nfc

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 general meeting held on September 24, 2003. These minutes and the Agenda for the meeting were deferred for final approval, following suggested revisions by Director Hills, and review during tonight's meeting.
- Review of the draft minutes for the general meeting held on November 5, 2003. X.
- Next meeting date: Normally the District does not hold a meeting in the later weeks of December XI. and schedules the next regular meeting for the forth Wednesday in January, which is January (28) 2004. 10:30

ADJOURNMENT OR CONTINUATION

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 10/01/03 THROUGH 10/31/03

VENDER NAME	USE CODE WATER CA	DESCRIPTION PITAL IMPROVEMENT EXPENSES	FUND	AMOUNT
Rural special District Insurance	2059	Liability insurance	С	322.0
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	\$175.0
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		TOTAL WATER CAPITAL IMPROVMENT EXP	PENSES =	\$497.0
		ON EXPENSES, DIVISION CODE 9236		
Costco	2049	Coffee beans for meetings	Р	18.6
Bell's Market	2049	Cream for meeting coffee	P	3.2
Rural special District Insurance	2059	Liability insurance	С	895.0
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	600.0
Costco	2133	Copy paper	Р	22.4
Office Max	2133	Toner Cartridge for copy machine	Р	69.7
Border's Books	2133	Copies of Roberts Rules of Order	Р	17.7
Staples	2133	Clasp envelopes	Р	10.2
ABC Consultants, Inc.	2479	Travel allowance paid for last month	В	139.3
Cingular	2534	Cell phone paid this month TOTAL G&A EXE	В	55.8 \$1,832. 3
		N EXPENSES, DIVISION CODE 9240		
Rural special District Insurance	2059	Vehicle and liability insurance	С	3,233.0
ABC Consultants, Inc.	2117	Administrative fees paid this month	l B	225.0
		TOTAL FIRE EXP		
		TOTAL FIRE EXP N EXPENSES, DIVISION CODE 9239	ENSES =	\$3,458.0
Harvey Pearlman	1028	TOTAL FIRE EXP N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month	ENSES =	\$3,458.0 398.3
Harvey Pearlman Salvador Gonzales	1028 1073	TOTAL FIRE EXP N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month	C C	\$3,458.0 398.3 174.9
Harvey Pearlman Salvador Gonzales Juana Gonzales	1028 1073 1077	TOTAL FIRE EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month	C C C	\$3,458.0 398.3 174.9 465.0
Harvey Pearlman Salvador Gonzales Juana Gonzales Rural special District Insurance	1028 1073 1077 2059	N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Property and liability insurance	C C C	\$3,458.0 398.3 174.9 465.0 903.1
Harvey Pearlman Salvador Gonzales Juana Gonzales Rural special District Insurance Goodman's Building Supply	1028 1073 1077 2059 2077	N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Property and liability insurance Items for repair of storage locker doors	C C C P	\$3,458.0 398.3 174.9 465.0 903.1 16.5
Harvey Pearlman Salvador Gonzales Juana Gonzales Rural special District Insurance Goodman's Building Supply ABC Consultants, Inc.	1028 1073 1077 2059 2077 2117	N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Property and liability insurance Items for repair of storage locker doors Administrative fees paid this month	C C C P B	\$3,458.0 398.3 174.9 465.0 903.1 16.5 500.0
Harvey Pearlman Salvador Gonzales Juana Gonzales Rural special District Insurance Goodman's Building Supply ABC Consultants, Inc. Costco	1028 1073 1077 2059 2077 2117 2366	N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Property and liability insurance Items for repair of storage locker doors Administrative fees paid this month Building supplies	C C C P B P	\$3,458.0 398.3 174.9 465.0 903.1 16.5 500.0 117.9
Harvey Pearlman Salvador Gonzales Juana Gonzales Rural special District Insurance Goodman's Building Supply ABC Consultants, Inc. Costco Pacific Gas & Electric	1028 1073 1077 2059 2077 2117 2366 2535	N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Property and liability insurance Items for repair of storage locker doors Administrative fees paid this month Building supplies Community Center electric paid this month	C C C P B P B	\$3,458.0 398.3 174.9 465.0 903.1 16.5 500.0 117.9 124.6
Harvey Pearlman Salvador Gonzales Juana Gonzales Rural special District Insurance Goodman's Building Supply ABC Consultants, Inc. Costco Pacific Gas & Electric Costco	1028 1073 1077 2059 2077 2117 2366 2535 2041BI	N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Property and liability insurance Items for repair of storage locker doors Administrative fees paid this month Building supplies Community Center electric paid this month Coffee makers & grinder for Bistro	C C C P B P B P	\$3,458.0 398.3 174.9 465.0 903.1 16.5 500.0 117.9 124.6 40.9
Harvey Pearlman Salvador Gonzales Juana Gonzales Rural special District Insurance Goodman's Building Supply ABC Consultants, Inc. Costco Pacific Gas & Electric Costco Lonna Richmond	1028 1073 1077 2059 2077 2117 2366 2535 2041BI 2041BI	N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Property and liability insurance Items for repair of storage locker doors Administrative fees paid this month Building supplies Community Center electric paid this month Coffee makers & grinder for Bistro Bistro wages paid this month	C C C P B P C C	\$3,458.0 398.3 174.9 465.0 903.1 16.5 500.0 117.9 124.6 40.9 290.6
Harvey Pearlman Salvador Gonzales Juana Gonzales Rural special District Insurance Goodman's Building Supply ABC Consultants, Inc. Costco Pacific Gas & Electric Costco Lonna Richmond Nancy Knox	1028 1073 1077 2059 2077 2117 2366 2535 2041BI 2041BI 2041BI	N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Property and liability insurance Items for repair of storage locker doors Administrative fees paid this month Building supplies Community Center electric paid this month Coffee makers & grinder for Bistro Bistro wages paid this month Bistro pastries purchased this month	C C C P B P B P C C P	\$3,458.0 398.3 174.9 465.0 903.1 16.5 500.0 117.9 124.6 40.9 290.6 45.0
Harvey Pearlman Salvador Gonzales Juana Gonzales Rural special District Insurance Goodman's Building Supply ABC Consultants, Inc. Costco Pacific Gas & Electric	1028 1073 1077 2059 2077 2117 2366 2535 2041BI 2041BI	N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Property and liability insurance Items for repair of storage locker doors Administrative fees paid this month Building supplies Community Center electric paid this month Coffee makers & grinder for Bistro Bistro wages paid this month Bistro pastries purchased this month Misc. Bistro supplies purchased this month	C C C P B P C C P P P P	\$3,458.0 398.3 174.9 465.0 903.1 16.5 500.0 117.9 124.6 40.9 290.6 45.0 2.7
Harvey Pearlman Salvador Gonzales Juana Gonzales Rural special District Insurance Goodman's Building Supply ABC Consultants, Inc. Costco Pacific Gas & Electric Costco Lonna Richmond Naricy Knox Woodlands Market	1028 1073 1077 2059 2077 2117 2366 2535 2041BI 2041BI 2041BI	N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Property and liability insurance Items for repair of storage locker doors Administrative fees paid this month Building supplies Community Center electric paid this month Coffee makers & grinder for Bistro Bistro wages paid this month Bistro pastries purchased this month Misc. Bistro supplies purchased this month TOTAL RECREATION EXE	C C C P B P C C P P P P	\$3,458.0 398.3 174.9 465.0 903.1 16.5 500.0 117.9 124.6 40.9 290.6 45.0 2.7
Harvey Pearlman Salvador Gonzales Juana Gonzales Rural special District Insurance Goodman's Building Supply ABC Consultants, Inc. Costco Pacific Gas & Electric Costco Lonna Richmond Nancy Knox Woodlands Market	1028 1073 1077 2059 2077 2117 2366 2535 2041BI 2041BI 2041BI 2041BI	N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Property and liability insurance Items for repair of storage locker doors Administrative fees paid this month Building supplies Community Center electric paid this month Coffee makers & grinder for Bistro Bistro wages paid this month Bistro pastries purchased this month Misc. Bistro supplies purchased this month TOTAL RECREATION EXEMPENSES, DIVISION CODE 9237	C C C P B P C P P P P P P P P P P P P P	\$3,458.0 398.3 174.9 465.0 903.1 16.5 500.0 117.9 124.6 40.9 290.6 45.0 2.7 \$3,080.0
Harvey Pearlman Salvador Gonzales Juana Gonzales Rural special District Insurance Goodman's Building Supply ABC Consultants, Inc. Costco Pacific Gas & Electric Costco Lonna Richmond Nancy Knox Woodlands Market ROA	1028 1073 1077 2059 2077 2117 2366 2535 2041BI 2041BI 2041BI 2041BI 1028	N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Property and liability insurance Items for repair of storage locker doors Administrative fees paid this month Building supplies Community Center electric paid this month Coffee makers & grinder for Bistro Bistro wages paid this month Bistro pastries purchased this month Misc. Bistro supplies purchased this month TOTAL RECREATION EXEMPTED TO THE PROPERTY OF	C C C P B P C C P P P P P P P P P P P P	\$3,458.0 398.3 174.9 465.0 903.1 16.5 500.0 117.9 124.6 40.9 290.6 45.0 2.7 \$3,080.0
Harvey Pearlman Salvador Gonzales Juana Gonzales Rural special District Insurance Goodman's Building Supply ABC Consultants, Inc. Costco Pacific Gas & Electric Costco Lonna Richmond Naricy Knox Woodlands Market ROA Harvey Pearlman Salvador Gonzales	1028 1073 1077 2059 2077 2117 2366 2535 2041BI 2041BI 2041BI 2041BI 1028 1073	N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Property and liability insurance Items for repair of storage locker doors Administrative fees paid this month Building supplies Community Center electric paid this month Coffee makers & grinder for Bistro Bistro wages paid this month Bistro pastries purchased this month Misc. Bistro supplies purchased this month TOTAL RECREATION EXE	C C C P B P C C P P P P P P P P P P P P	\$3,458.0 398.3 174.9 465.0 903.1 16.5 500.0 117.9 124.6 40.9 290.6 45.0 2.7 \$3,080.0
Harvey Pearlman Salvador Gonzales Juana Gonzales Rural special District Insurance Goodman's Building Supply ABC Consultants, Inc. Costco Pacific Gas & Electric Costco Lonna Richmond Nancy Knox Woodlands Market ROA Harvey Pearlman Salvador Gonzales Rural special District Insurance	1028 1073 1077 2059 2077 2117 2366 2535 2041BI 2041BI 2041BI 2041BI 1028 1073 2059	N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Property and liability insurance Items for repair of storage locker doors Administrative fees paid this month Building supplies Community Center electric paid this month Coffee makers & grinder for Bistro Bistro wages paid this month Bistro pastries purchased this month Misc. Bistro supplies purchased this month TOTAL RECREATION EXE	C C C P B P C C P P P P ENSES =	\$3,458.0 398.3 174.9 465.0 903.1 16.5 500.0 117.9 124.6 40.9 290.6 45.0 2.7
Harvey Pearlman Salvador Gonzales Juana Gonzales Rural special District Insurance Goodman's Building Supply ABC Consultants, Inc. Costco Pacific Gas & Electric Costco Lonna Richmond Nancy Knox Woodlands Market ROA	1028 1073 1077 2059 2077 2117 2366 2535 2041BI 2041BI 2041BI 2041BI 1028 1073	N EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Property and liability insurance Items for repair of storage locker doors Administrative fees paid this month Building supplies Community Center electric paid this month Coffee makers & grinder for Bistro Bistro wages paid this month Bistro pastries purchased this month Misc. Bistro supplies purchased this month TOTAL RECREATION EXE	C C C P P B P C C P P P P P P P P P P P	\$3,458.0 398.3 174.9 465.0 903.1 16.5 500.0 117.9 124.6 40.9 290.6 45.0 2.7 \$3,080.0 226.0 269.1 423.0 500.0

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 10/01/03 THROUGH 10/31/03

Harvey Pearlman	1028	Maint, manager wages paid this month	С	1,636.28
Salvador Gonzales	1073	Extra Hire wages paid this month	С	53.83
Jose Alcaia	1073	Extra Hire wages paid this month	C	13.46
Harvey Pearlman	1506	Harvey's medical insurance	В	260.03
Rural special District Insurance	2059	Property and liabilty insurance	C	1,535.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	В	950.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	. В	800.00
Public Storage	2121	File storage	P	59.00
USPO	2130	Postage	P	74.00
Office Max	2133	Labels, window envelopes	P	31.10
Cingular	2534	Harvey's cell phone	В	39.21
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	В	497.81

TOTAL WATER EXPENSES = \$5,949.72

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

P. E. R. S.	1506	Shaffer medical trust	 В	296.59

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$296.59

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$497.00
TOTAL GENERAL FUND EXPENSES = 15,738.24
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 296.59

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

TOTAL OF ALL CHECKS ISSUED = \$16,531.83

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the ______ day of ______ 2003.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Maury Ostroff, President Donovan Macfarlane, Secretary

12/06/03 Accrual Basis

Muir Beach Community Services District 2021-2003

Balance Sheet

As of October 31, 2003

	Oct 31, 03
ASSETS	
Current Assets	
Checking/Savings	10.640
Fund 428, County General Fund	i9,648
Fund 429, County Investment Fun	224 (02
Capital Improvements	224,693
Fire Station Reserve General Investments	14,637 59, 0 76
General Investments	39,070
Total Fund 429, County Investment Fun	298,406
Petty Cash Fund	-289
Salomon Smith Barney	44.0
Community Center Deck Roof	900
Firesafe Marin	1i,038
General Funds	34,907
Quilters grant receipts	5,000
Rental deposit trust	1,250
Shaffer CalPers Trust	591
Water Security Deposit Trust	6,500
West Marin Funds	6,941
Total Salomon Smith Barney	67,126
Total Checking/Savings	384,891
Accounts Receivable	
Receivables	14,518
Total Accounts Receivable	14,518
Other Current Assets	14,510
Undeposited Funds	140
Total Other Current Assets	140
Total Current Assets	399,550
Fixed Assets	
A4048, Office Equipment	537
Total Fixed Assets	537
TOTAL ACOPTO	
TOTAL ASSETS	400,087
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	2,250
W1506CPSh Shaffer CalPers Trust	481
W9025RD, Security deposits	6,500
Total Other Current Liabilities	9,231
Total Current Liabilities	9,231
Total Liabilities	9,231
Equity	
Retained Earnings	391,664
Net Income	-809
THE THEORIE	-009
Total Equity	390,856
TOTAL LIABILITIES & EQUITY	400,087

Muir Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES SUMMARY

Accrual Basis

October 2003

	Oct 03
Income Recreational Activities Inco Water Capital Improvements Water Operations Income	7,516.89 2,447.59 5,896.96
Total Income	15,861.44
Administrative Expenses Fire Operational Expenses Firesafe Marin Grant Expen Recreational Expenses Roads & Easements Expens Water Capital Improve'ts Exp. Water Operating Expenses	1,832.32 3,458.00 3,080.01 1,418.19 497.00 5,949.72
Total Expense	16,235.24
Net Income	-373.80

Muir Beach Community Services District 2002-2003 iNCOME VERSUS EXPENSES DETAILED October 2003

	Oct 03
Income Recreational Activities income	
R9255, CC Rental income	1,250.00
R9801, Donations received R9801 Deck Roof	900.00
R9801, Quilters donation receip	5,000.00
Total R9801, Donations received	5,900.00
R9811, Rec. Programs Income.	
R9811Bi, Bistro income R9811TC, Tai Chi income	231.89 135.00
Total R9811, Rec. Programs Income.	366.89
Total Recreational Activities income	7,516.89
Water Capital Improvements inco H9031, Water Surcharge income H9031, Consumption Surcharge	1,444.30
H9031, Water Surcharge Income - Other	45.00
Totai H9031, Water Surcharge income	1,489.30
H9377, Interest Earnings	
H9377C, Cap. Imp. interest H9377G, Gen. inv. interest	609.80 348.49
Total H9377, Interest Earnings	958.29
•	2 447 50
Total Water Capital Improvements Inco	2,447.59
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service income - Other	2.51 117.77 5,776.68
Totai W9025, Water Service income	5,896.96
Total Water Operations Income	5,896.96
Total Income	15,861.44
Expense	
Administrative Expenses	21.88
A2049, Conf., Mtgs. & Dues A2059, P & L Insurance	21.00 895.00
A2117, Consulting Admin. Fees	600.00
A2133, Office Supplies	50.43
A2137, Copier Maint. Expenses	69.76
A2479, Travel Expenses	139.38
A2534, Telephone/Communications	55.87
Total Administrative Expenses	1,832.32
Fire Operational Expenses F2059, P & L Insurance F2117, Administrative Fees	3,233.00 225.00
Total Fire Operational Expenses	3,458.00
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 chipper payroll F1404 FICA	

`3:49 PM 12/06/03 Accrual Basis

Mulr Beach Community Services District 2002-2003 INCOME VERSUS EXPENSES DETAILED October 2003

	Oct 03
Total F2077-Chipper grant program	
Total Firesafe Marin Grant Expenses	
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R2041, Rec. Program Expenses R2041BI, Bistro Expenses	370.00 594.50 94.47 358.71
Total R2041, Rec. Program Expenses	358.71
R2059, P & L Insurance R2077, Routine Repairs R2117, Administrative Expenses R2366, Building Supplies R2535, Energy Expenses	903.12 16.58 500.00 117.94 124.69
Total Recreational Expenses	3,080.01
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E2059, P & L Insurance E2117, Administrative Fees	210.00 250.00 35.19 423.00 500.00
Total Roads & Easements Expenses	1,418.19
Water Capital Improve'ts Exp. H2059, P & L Insurance H2117, Administrative Fees	322.00 175.00
Totai Water Capital Improve'ts Exp.	497.00
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPHvy	1,520.00 50.00 133.57 260.03
Total W1506, Medical benefits	260.03
W2059, P & L Insurance W2117, Adminsitrative Fees W2121, Miscellaneous Expenses W2130, Postage & Shipping W2133, Office Supplies W2534, Teiephone Relay Expense W2535, Electricai Service	1,535.00 1,750.00 59.00 74.00 31.10 39.21 497.81
Total Water Operating Expenses	5,949.72
Total Expense	16,235.24
t Income	-373.80

4:04 PM 12/06/03 Accrual Basis

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

	Jul - Oct 03	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income	0	46,600	-46,600	0%
Fire Operations Income	5,933	14,233	-8,300	42%
Firesafe Marin Grant Income	0	15,000	-15,000	0%
Recreational Activities Income	13,844	11,500	2,344	120%
Water Capital Improvements Inco	9,075	78,140	-69,065	12%
Water Operations Income	25,360	73,440	-48,080	35%
Total Income	54,212	238,913	-184,701	23%
Expense				
Administrative Expenses	4,963	18,550	-13,587	27%
Fire Operational Expenses	6,114	14,233	-8,119	43%
Firesafe Marin Grant Expenses	1,722	6,400	-4,678	27%
Recreational Expenses	8,761	27,206	-18,445	32%
Roads & Easements Expenses	6,332	20,823	-14,491	30%
Water Capital Improve'ts Exp.	1,022	229,522	-228,500	0%
Water Operating Expenses	26,106	80,174	-54,068	33%
Total Expense	55,021	396,908	-341,887	14%
Net Income		-157,995	157,187	1%

Muir Beach Community Services District 2003-2004 Profit & Loss Budget vs. Actual Year to Date Detailed

July through October 2003

	Jui - Oct 03	Budget	\$ Over Budget	% of Budget	
income Administrative income A9001, Generai Tax income A9203, Non Tax income	0.00 0.00	46,200.00 400.00	-46,200.00 -400.00	0.0% 0.0%	
Total Administrative income	0.00	46,600.00	-46,600.00		0.0%
Fire Operations income F9377, West Marin Funds F9763, Fire Assoc. Donations	0.00 5,933.00	8,300.00 5,933.00	-8,300.00 0.00	0.0% 100.0%	
Total Fire Operations income	5,933.00	14,233.00	-8,300.00		41.7%
Firesafe Marin Grant income F9811FM, Grant income	0.00	15,000.00	-15,000.00	0.0%	
Total Firesafe Marin Grant income	0.00	15,000.00	-15,000.00		0.0%
Recreational Activities Income R9255, CC Rental income R9801, Donations received R9801 Deck Roof R9801, Quiiters donation receip	6,767.50 900.00 5,000.00	9,000.00	-2,232.50	75.2%	
Total R9801, Donations received	5,900.00				
R9811, Rec. Programs income. R9811Bi, Bistro income R9811CP, Child's Prog. Income R9811TC, Tai Chi Income	658.83 0.00 517.50	1,300.00 200.00 1,000.00	-641.17 -200.00 -482.50	50.7% 0.0% 51.8%	
Total R9811, Rec. Programs Income.	1,176.33	2,500.00	-1,323.67	47.1%	
Total Recreational Activities income	13,843.83	11,500.00	2,343.83		120.4%
Water Capital Improvements inco H9001, special Assessment Tax H9031, Water Surcharge income H9031, Consumption Surcharge H9031, Non District Surcharge H9031, Water Surcharge Income - Other	0.00 6,231.74 0.00 360.00	55,900.00 17,800.00 540.00 0.00	-55,900.00 -11,566.26 -540.00 360.00	0.0% 35.0% 0.0% 100.0%	
Total H9031, Water Surcharge income	6,591,74	18,340.00	-11,748.26	35.9%	
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest	1,612.09 671.64	3,000.00 900.00	-1,387.91 -28.36	53.7% 96.8%	
Total H9377, Interest Earnings	2,483.73	3,900.00	-1,416.27	63.7%	
Total Water Capital improvements inco	9,075.47	78.140.00	-69.064,53		11.6%
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill Interst W9025LP, Late pay penalty W9025, Water Service Income - Other	11.55 397.40 24,950.92	40.00 900.00	-28.45 -502.60	28.9% 44.2%	
Total W9025, Water Service income	25,359.87	940.00	24,419.87	2,697.9%	
W9772, Miscelianeous Income	0.00	72,500.00	-72,500.00	0.0%	
Total Water Operations Income	25,359.87	73,440.00	-48,080.13		34.5%

Muir Beach Community Services District 2003-2004 Profit & Loss Budget vs. Actual Year to Date Detailed

July through October 2003

Total Principate 18,412 18,813.00 184,708.03 28,708.00		Jul - Oct 03	Budget	\$ Over Budget	% of Budget	
Administrative Expanses 183.87 750.00 566.13 24.5% A2098, P. B. L. Insurancie 805.00 805.00 750.00 10.00% A2171, Consulting Administrative Fees 0.00 750.000 350.00 350.00 0.00% A2171, Miscellianeous Expanses 0.00 455.00 455.00 0.0% A2171, Miscellianeous Expanses 0.00 455.00 455.00 455.00 0.0% A2171, Miscellianeous Expanses 0.00 455.00	Totai Income	54,212.17	238,913.00	-184,700.83		22.7%
A2004, Conf., Migs. & Dues	Expense					
A2004, Conf., Migs. & Dues						
A2015, Count February		183.87	750.00	-566 13	24.5%	
A2117, Consulting Admin-Fees						
A2118, Independent Audit A2124, Miscellaneous Expenses 0.000 350.00 -350.00 0.0% A2122 Sen. Election expenses 0.000 455.00 -455.00 0.0% A2123 Sen. Election expenses 0.000 455.00 -455.00 0.0% A2136, Mailing & Shipping Exp. 27.89 100.00 455.00 -470.10 27.9% A2137, Copier Maint. Expenses 106.76 0.00 1.00.76 1.033.00 13.9% A2137, Copier Maint. Expenses 107.00 1.00.00 1.033.00 13.9% A2479, Travel Expenses 569.25 1.00.00 1.033.00 13.9% A2479, Travel Expenses 569.25 1.00.00 1.503.75 27.1% A2534, Capier Maint. Expenses 150.00 1.00.00 1.03.00 11.09 A2713, Legal fees 1014 Administrative Expenses 150.00 2.000 1.1503.75 27.1% A2534, Capier Maint. Expenses 150.00 1.000 1.000 1.000 A250, Capier Maint. Expenses 150.00 2.000 1.000 1.000 A250, Capier Maint. Expenses 150.00 2.000 1.000 1.000 A270, 0.00 1.000 1.000 A2717, Administrative Expenses 150.00 2.000 1.000 1.000 A2717, Maint Fund Expenses 1501.000 1.000 1.000 1.000 A2717, Maint Fund Expenses 1501.1000 1.000 1.000 1.000 A2717, Maint Fund Expenses 1501.1000 1.000 1.000 1.000 A2717, Maint Fund Expenses 1501.1000 1.000 1.000 1.000 1.000 A2717, Maint Fund Expenses 1501.1000 1.000 1.000 1.000 1.000 1.000 A2717, Maint Fund Expenses 1501.1000 1.000 1.000 1.000 1.000 1.000 A2717, Maint Fund Expenses 1501.1000 1.000 1.000 1.000 1.000 1.000 A2717, Maint Fund Expenses 1501.1000 1.000 1.000 1.000 0.00 1.000 1.000 A2717, Maint Fund Expenses 1501.1000 1.000 1.00000 1.0000 1.0000 1.0000 1.0000 1.0000 1.0000 1.0000 1.0000 1.0000 1.0000 1.0						
A2124, Macellaneous Expenses 0.00 390.00 350.00 0.0% A2130, Mailing & Shipping Exp. 27.89 100.00 -7.21.11 27.9% A2130, Mailing & Shipping Exp. 27.89 100.00 578.17 11.5% A2131, Copier Mant. Expenses 90.00 1.00.00 578.17 11.5% A2131, Copier Mant. Expenses 90.00 1.00.00 1.		••				
A2120. Gent. Election expenses 0.00 455.00 -455.00 0.0% A2130. Milling & Shipping Exp. 27.89 100.00 -72.11 27.98 A2133. Critice Supplies 74.83 650.00 4575.17 11.05% A2137. Croper Maint. Expenses 69.26 1.00 -1.50.01 10.00 A2479. Travel Expenses 59.92 2.100.00 -1.53.07.53 27.1% A2534. Telephone/Communications 52.00.01 2.850.00 -44.50.00 11.0% A2731. Legal fees 55.00 500.00 -44.50.00 11.0% Five Operational Expenses 4,982.81 18,550.00 -13,567.39 28.9% Five Operational Expenses 5.233.00 2,700.00 1,15,000.00 33.3% F2417, Administrative Fees 90.00 2,270.00 1,16,000 33.3% F2417, Administrative Fees 90.00 0.00 0.00 0.00 0.00 F2427, W. Marin Fund Expenses 1,581.12 1,233.00 -8,116.88 2,30% Frestall State Imagence 5,230.00 2,0						
A2130, Mailing & Shipping Exp. 27,88 100.00 7-2.11 27,9% A2137, Copier Maint. Expenses 69,76 0.00 80,76 100.0% A255,77 11.5% A2137, Copier Maint. Expenses 69,76 0.00 80,76 100.0% A255, Courty Fees 167,00 12,000 1.000 1.000, 13,9% A255, Courty Fees 50,00 1.000 1.000, 13,9% A255, Telephonet/Communications 50,00 50,00 0.00 1.000, 11.0% A255, Telephonet/Communications 50,00 50,00 0.00 1.000, 11.0% A255, Telephonet/Communications 50,00 50,00 0.00 1.3,587,39 26,8% Fire Operational Expenses 4,982,51 10,000 1.0,500 0.00 1.0,00 10,000 10			= = = = =			
A213, Office Supplies 74.83 650.00 5.75.77 11.5% A2137, Option Maint. Expenses 69.76 0.00 69.76 100.0% A236, County Fees 167.00 1.200.00 -1,033.00 13.9% A236, County Fees 167.00 1.200.00 -1,033.00 13.9% A2478, Travel Expenses 50.92 2.100.00 -1,535.75 2.77.1% A2534, Telephona/Communications 520.01 2,850.00 -2,320.99 16.2% A2713, Legal fees 50.00 4.45.00 11.0%						
A2137, Copier Maint. Expenses 68.76 0.00 9.76 100.0% A2352, County Fees 167.00 1.200.00 -1.033.00 13.9% A2479, Travel Expenses 589.25 2.100.00 -1.033.00 13.9% A2479, Travel Expenses 580.25 2.000.00 -1.033.00 13.9% A2479, Travel Expenses 58.00 800.00 -1.033.00 12.28.09 18.2% A2713, Legal fees 55.00 800.00 -2.28.299 18.2% A2713, Legal fees 55.00 800.00 -2.28.299 18.2% A2713, Legal fees 9.000 18.550.00 -2.28.299 18.2% A2713, Legal fees 9.000 18.550.00 -2.28.299 18.2% A2713, Legal fees 9.000 18.550.00 -0.00 10.00% A45.00 18.000 18.000 18.000 19.00% A2717, Administrative Expenses 9.000 2.2700.00 -0.00 0.00 0.00 10.00% A2717, Administrative Fees 9.000 2.2700.00 -0.00 0.00 0.00 0.0% A2717, Administrative Fees 9.000 0.00 0.00 0.00 0.00 0.00 0.00 0.						
A2352, Cointy Fees						
A279, Travel Expenses						
A2534, TelephonerCommunications 520 01 2,880 00 -2,322,99 11,2% A2713, Legal fees 5500 500,00 -44,500 1.3,587.39 26,8% Fire Operational Expenses Fredop, Fr. & Linsurance 3,233,00 3,233,00 1,000 100,0% F2105, P. & Linsurance 3,000 2,700,00 -1,800,00 33,3% F4048, Fire Station Improvement 0,00 0,00 -0,00 0,00 F4048, Fire Station Improvement 0,00 0,00 -0,00 0,00 F4048, Fire Station Improvement 0,00 0,00 -0,01 0,00 F4048, Fire Station Improvement 0,00 0,00 -3,11,88 23,7% Total Fire Operational Expenses 6,114,12 1,423,00 -3,11,88 43,0% Firesate Marin Grant Expenses 6,141,12 1,00,00 -3,277,60 34,4% F1073 chipper payroli 1,722,40 5,00,00 -3,277,60 34,4% F2077 Milsc. Expenses 1,722,40 6,400,00 4,677,60 26,9% Recordational Expenses						
A2713, Legal fees 55.00 500.00 -44.500 11.00			· · · · · · · · · · · · · · · · · · ·			
Total Administrative Expenses						
Fire Concentional Expenses 3,233.00 3,233.00 0,00 100.00% 1,800.00 3.33% 1,800.00 2,700.00 1,800.00 3.33% 1,800.00 3,33% 1,800.00 3,33% 1,800.00 3,33% 1,800.00 3,33% 1,800.00 3,33% 1,800.00 3,33% 1,800.00 3,33% 1,800.00 3,33% 1,800.00 3,338 3,30% 1,800.00 3,318.88 3,30% 1,800.00 3,318.88 3,30% 1,800.00 3,318.88 3,30% 1,800.00 3,318.88 3,30% 1,800.00 3,318.88 3,30% 1,800.00 3,327.60 3,3	•				11.0%	
P.2059, P. & L. Insurance 3,233.00 3,233.00 0.00 10,	•	4,962.61	18,550.00	-1 3 ,587.39		26.8%
F2117, Administrative Fees						
F4927, Warrin Fund Expenses 1,981.12 1,233.00 1,000 0,000 0,000 0,000 1,34.88 33.99 1,000 1,000 1,23.77.80 1,000.00		-1				
Total Fire Operational Expenses 1,981.12 6,300.00 -6,316.68 23.99						
Total Fire Operational Expenses		====		ter t		
Firesafe Marin Grant Expenses F2077-Chipper grant program 1,722.40 5,000.00 -3,277.60 34.4% F1073 chipper payroli 1,722.40 0.00 400.00 -4,000.00 0.0% F2077 Misc. Expenses 0.00 1,000.00 -1,000.00 -1,000.00 0.0% F2077 Misc. Expenses 0.00 1,000.00 -1,000.00 -1,000.00 0.0% F2077 Misc. Expenses 1,722.40 6,400.00 -4,677.60 26.9% F2077 Misc. Expenses 1,722.40 6,400.00 -4,677.60 26.9% F2077 Misc. Expenses F2078	F4827, W. Marin Fund Expenses	1,981.12	6,300.00	-6,316.68	23.9%	
F2077-Chipper grant program 1,722.40	Total Fire Operational Expenses	6,114.12	14,233.00	-8,118.88		43.0%
F1073 chipper payroll	Firesafe Marin Grant Expenses					
F1404 FICA 0.00 400.00 400.00 -1,000.00 0.0% F2077 Misc. Expenses 0.00 1,000.00 -1,000.00 -1,000.00 0.0% -1,000.00 0.0	F2077-Chipper grant program					
F2077 Misc. Expenses 0.00 1,000.00 -1,000.00 -0.0% Total F2077-Chipper grant program 1,722.40 8,400.00 -4,677.60 26.9% Total Firesafe Marin Grant Expenses 1,722.40 6,400.00 -4,677.60 26.9% Recreational Expenses 8 920.00 500.00 420.00 184.0% R1073, Janitorial wages 920.00 500.00 -2,635.25 42.7% R1074, HCA 275.83 352.00 -76.17 76.4% R1701, Work Comp insurance 380.29 1,000.00 -619.71 38.0% R2041, Rec. Program Expenses 963.69 2,600.00 -1,836.11 34.4% R2041GD, Com. Dinner Expenses 963.69 2,600.00 -0.00 0.00 0.0% R2041CP, Child's Program Expenses 963.69 2,600.00 -1,836.11 34.4% R2041CP, Com. Dinner Expenses 963.69 2,600.00 -0.0 0.0 0.0 R2041CP, Child's Program Expenses 963.69 2,600.00 -70.86 92.7% 2.0 2.0	F1073 chipper payroli	1,722.40	5,000.00	-3,277.60	34.4%	
Total F2077-Chipper grant program 1,722.40 6,400.00 -4,677.60 26.9% Total Firesafe Marin Grant Expenses 1,722.40 6,400.00 -4,677.60 26.9% Recreational Expenses 8 920.00 500.00 420.00 184.0% R1073, Janitoral wages 920.00 500.00 -2,635.25 42.7% R1407, HCA 275.83 352.00 -76.17 76.4% R1404, FICA 275.83 352.00 -76.17 76.4% R1404, FICA 275.83 352.00 -76.17 76.4% R1404, FICA 380.29 1,000.00 -819.71 38.0% R2041, Rec. Program Expenses 963.69 2,600.00 -1,836.11 34.4% R2041CD, Com. Dinner Expenses 963.69 2,600.00 -1,836.11 34.4% R2041CP, Child Program Exp. 0.00 0.00 0.00 0.0% R2041CP, Child Program Exp. 0.00 20.00 -20.00 0.0% R2041TC, Tal Chi Expenses 378.00 90.00 -2,558.11 34.4% <td>F1404 FICA</td> <td>0.00</td> <td>400.00</td> <td>-400.00</td> <td>0.0%</td> <td></td>	F1404 FICA	0.00	400.00	-400.00	0.0%	
Total Firesafe Marin Grant Expenses	F2077 Misc. Expenses	0.00	1,000.00	-1,000.00	0.0%	
Recreational Expenses R1028, Maint. Mgr. Wages 920.00 500.00 420.00 184.0% R1073, Janitorial wages 1,964.75 4,600.00 -2,635.25 42.7% R1404, FICA 275.83 352.00 -76.17 76.4% R1701, Work Comp Insurance 380.29 1,000.00 -819.71 38.0% R2041, Rec. Program Expenses 963.69 2,600.00 -1,836.11 34.4% R2041CP, Child's Program Exp. 0.00 0.00 0.00 0.00 0.0% R2041CP, Child's Program Exp. 0.00 200.00 -200.00 0.0% R2041CP, Child's Program Expenses 378.00 900.00 -522.00 42.0% R2041CP, Child's Program Expenses 1,341.89 3,900.00 -2,558.11 34.4% R2059, P & L insurance 903.12 974.00 -70.88 92.7% R2077, Routine Repairs 16.58 1,000.00 -983.42 1.7% R2077, Routine Repairs 2,000.00 6,200.00 -1,000.00 -983.42 1.7% R2077, Routine Repairs 2,000.00 6,200.00 -1,000.00 -1,000.00 -3,23% R2117, Administrative Expenses 0.00 1,000.00 -1,000.00 -1,000.00 0.0% R2117, Administrative Expenses 0.00 1,000.00 -1,000.00 -1,000.00 0.0% R2121, Miscellaneous Expenses 0.00 100.00 -1,000.	Total F2077-Chipper grant program	1,722.40	6,400.00	-4,677.60	26.9%	
R1028, Maint Mgr. Wages 920.00 500.00 420.00 184.0% R1073, Janitorial wages 1,964.75 4,600.00 -2,635.25 42.7% R1404, FICA 275.83 352.00 -76.17 76.4% R1701, Work Comp insurance 380.29 1,000.00 -619.71 38.0% R2041, Rec. Program Expenses 963.69 2,600.00 -1,836.11 34.4% R2041CD, Com. Dinner Expenses 0.00 0.00 0.00 0.0% R2041CP, Child's Program Exp. 0.00 20.00 -20.00 0.0% R2041CP, Child's Program Exp. 0.00 20.00 -522.00 42.0% Total R2041, Rec. Program Exp. 378.00 390.00 -2,558.11 34.4% R2059, P & L insurance 903.12 974.00 -70.88 92.7% R2077, Routine Repairs 16.58 1,000.00 -983.42 1.7% R2097, CC Ground Maintenance 0.00 1,000.00 -983.42 1.7% R2017, Administrative Expenses 2,000.00 6,200.00 4,200.00 32.3% R211, Miscellaneous Expenses 0.00 100.00	Total Firesafe Marin Grant Expenses	1,722.40	6,400.00	-4,677.60		26.9%
R1073, Janitorial wages 1,964.75 4,600.00 -2,635.25 42.7% R1404, FICA 275.83 352.00 -76.17 76.4% R1701, Work Comp insurance 380.29 1,000.00 -819.71 38.0% R2041, Rec. Program Expenses 96.89 2,600.00 -1,836.11 34.4% R2041CD, Com. Dinner Expenses 0.00 0.00 0.00 0.00 0.0% R2041CP, Child's Program Exp. 0.00 200.00 -200.00 0.0% R2041TC, Tai Chi Expenses 378.00 900.00 -2,000 42.0% Total R2041, Rec. Program Expenses 1,341.89 3,900.00 -2,558.11 34.4% R2059, P & L insurance 903.12 974.00 -70.88 92.7% R2057, Routine Repairs 16.58 1,000.00 -983.42 1.7% R2057, CC Ground Maintenance 0.00 1,000.00 -1,000.00 -1,000.00 0.0% R2117, Administrative Expenses 0.00 1,000.00 -4,200.00 32.3% R2117, Administrative Expenses 0.00 100.00 -100.00 -100.00 0.0% R2121, Miscellaneous Expenses 0.00 100.00 -100.00 -150.00 0.0% R2259, Refuse Removal 121.05 480.00 -358.95 25.2% R2366, Building Supplies 201.53 200.00 1.53	Recreational Expenses					
R1073, Janitorial wages 1,964.75 4,600.00 -2,635.25 42.7% R1404, FICA 275.83 352.00 -76.17 76.4% R1701, Work Comp insurance 380.29 1,000.00 -819.71 38.0% R2041, Rec. Program Expenses 96.89 2,600.00 -1,836.11 34.4% R2041CD, Com. Dinner Expenses 0.00 0.00 0.00 0.00 0.0% R2041CP, Child's Program Exp. 0.00 200.00 -200.00 0.0% R2041TC, Tai Chi Expenses 378.00 900.00 -2,000 42.0% Total R2041, Rec. Program Expenses 1,341.89 3,900.00 -2,558.11 34.4% R2059, P & L insurance 903.12 974.00 -70.88 92.7% R2057, Routine Repairs 16.58 1,000.00 -983.42 1.7% R2057, CC Ground Maintenance 0.00 1,000.00 -1,000.00 -1,000.00 0.0% R2117, Administrative Expenses 0.00 1,000.00 -4,200.00 32.3% R2117, Administrative Expenses 0.00 100.00 -100.00 -100.00 0.0% R2121, Miscellaneous Expenses 0.00 100.00 -100.00 -150.00 0.0% R2259, Refuse Removal 121.05 480.00 -358.95 25.2% R2366, Building Supplies 201.53 200.00 1.53	R1028, Maint. Mgr. Wages	920.00	500.00	420.00	184.0%	
R1404, FICA 275.83 352.00 -76.17 76.4% R1701, Work Comp Insurance 380.29 1,000.00 -619.71 38.0% R2041 Rec. Program Expenses 963.69 2,600.00 -1,836.11 34.4% R2041 CD, Com. Dinner Expenses 0.00 0.00 0.00 0.00 0.0% R2041 CP, Child's Program Exp. 0.00 200.00 -200.00 0.0% R2041 CP, Child's Program Exp. 0.00 200.00 -200.00 0.0% R2041 CP, Child's Program Exp. 0.00 900.00 -200.00 0.0% R2041 Rec. Program Expenses 1,341.89 3,900.00 -2,558.11 34.4% R2059, P & L Insurance 903.12 974.00 -70.88 92.7% R2077, Routine Repairs 16.58 1,000.00 -983.42 1.7% R2097, CC Ground Maintenance 0.00 1,000.00 -983.42 1.7% R2097, Ca Ground Maintenance 0.00 1,000.00 -4,200.00 32.3% R2117, Administrative Expenses 2,000.00 6,200.00 -4,200.00 32.3% R2121, Miscelianeous Expenses 0.00		1,964,75	4,600,00	-2.635.25		
R2041, Rec. Program Expenses R2041BI, Bistro Expenses R2041CD, Com. Dinner Expenses 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0		275.83	352.00	-76.17	76.4%	
R2041 Rec. Program Expenses R2041Bi, Bistro Expenses R2041CD, Com. Dinner Expenses 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	R1701, Work Comp insurance	380.29	1.000.00	-619.71	38.0%	
R2041Bi, Bistro Expenses 963.69 2,600.00 -1,836.11 34.4% R2041CD, Com. Dinner Expenses 0.00 0.00 0.00 0.0% R2041CP, Child's Program Exp. 0.00 200.00 -200.00 0.0% R2041TC, Tai Chi Expenses 378.00 900.00 -522.00 42.0% Totai R2041, Rec. Program Expenses 1,341.89 3,900.00 -2,558.11 34.4% R2059, P & L insurance 903.12 974.00 -70.88 92.7% R2077, Routine Repairs 16.58 1,000.00 -983.42 1.7% R2097, CC Ground Maintenance 0.00 1,000.00 -1,000.00 0.0% R2117, Administrative Expenses 2,000.00 6,200.00 -4,200.00 32.3% R2121, Miscellaneous Expenses 0.00 100.00 -100.00 0.0% R2259, Refuse Removal 121.05 480.00 -358.95 25.2% R2366, Building Supplies 201.53 200.00 1,53 100.8%						
R2041CD, Com. Dinner Expenses 0.00 0.00 0.00 0.00 0.00 0.00 0.0% R2041CP, Child's Program Exp. 0.00 200,00 -200,00 0.0% 0.0% R2041TC, Tai Chi Expenses 378.00 900,00 -522.00 42.0% Totai R2041, Rec. Program Expenses 1,341.89 3,900.00 -2,558.11 34.4% R2059, P & L insurance 903.12 974.00 -70.88 92.7% R2077, Routine Repairs 16.58 1,000.00 -983.42 1.7% R2097, CC Ground Maintenance 0.00 1,000.00 -1,000.00 0.0% R2117, Administrative Expenses 2,000.00 6,200.00 -4,200.00 32.3% R2121, Miscellaneous Expenses 0.00 100.00 -100.00 0.0% R2259, Refuse Removal 121.05 480.00 -358.95 25.2% R2366, Building Supplies 201.53 200.00 1.53 100.8%		963.69	2.600.00	-1.836.11	34.4%	
R2041CP, Child's Program Exp. 0.00 378.00 200.00 900.00 -200.00 -220.00 0.0% 42.0% Total R2041, Rec. Program Expenses 1,341.89 3,900.00 -2,558.11 34.4% R2059, P & L insurance 903.12 974.00 -70.88 92.7% R2077, Routine Repairs 16.58 1,000.00 -983.42 1.7% R2097, CC Ground Maintenance 0.00 1,000.00 -1,000.00 0.0% R2117, Administrative Expenses 2,000.00 6,200.00 -4,200.00 32.3% R2121, Miscellaneous Expenses 0.00 100.00 -100.00 0.0% R2259, Refuse Removal 121.05 480.00 -358.95 25.2% R2366, Building Supplies 201.53 200.00 1.53 100.8%						
R2041TC, Tai Chi Expenses 378.00 900.00 -522.00 42.0% Totai R2041, Rec. Program Expenses 1,341.89 3,900.00 -2,558.11 34.4% R2059, P & L insurance 903.12 974.00 -70.88 92.7% R2077, Routine Repairs 16.58 1,000.00 -983.42 1.7% R2097, CC Ground Maintenance 0.00 1,000.00 -1,000.00 0.0% R2117, Administrative Expenses 2,000.00 6,200.00 -4,200.00 32.3% R2121, Miscellaneous Expenses 0.00 100.00 -100.00 0.0% R2259, Refuse Removal 121.05 480.00 -358.95 25.2% R2366, Building Supplies 201.53 200.00 1.53 100.8%						
R2059, P & L insurance 903.12 974.00 -70.88 92.7% R2077, Routine Repairs 16.58 1,000.00 -983.42 1.7% R2097, CC Ground Maintenance 0.00 1,000.00 -1,000.00 0.0% R2117, Administrative Expenses 2,000.00 6,200.00 -4,200.00 32.3% R2121, Miscellaneous Expenses 0.00 100.00 -100.00 0.0% R2259, Refuse Removal 121.05 480.00 -358.95 25.2% R2366, Building Supplies 201.53 200.00 1.53 100.8%						
R2077, Routine Repairs 16.58 1,000.00 -983.42 1.7% R2097, CC Ground Maintenance 0.00 1,000.00 -1,000.00 0.0% R2117, Administrative Expenses 2,000.00 6,200.00 -4,200.00 32.3% R2121, Miscellaneous Expenses 0.00 100.00 -100.00 0.0% R2259, Refuse Removal 121.05 480.00 -358.95 25.2% R2366, Building Supplies 201.53 200.00 1.53 100.8%	Total R2041, Rec. Program Expenses	1,341.89	3,900.00	-2,558.11	34.4%	
R2097, CC Ground Maintenance 0.00 1,000.00 -1,000.00 0,0% R2117, Administrative Expenses 2,000.00 6,200.00 -4,200.00 32,3% R2121, Miscellaneous Expenses 0.00 100.00 -100.00 0.0% R2259, Refuse Removal 121.05 480.00 -358.95 25.2% R2366, Building Supplies 201.53 200.00 1.53 100.8%						
R2117, Administrative Expenses 2,000.00 6,200.00 -4,200.00 32.3% R2121, Miscellaneous Expenses 0.00 100.00 -100.00 0.0% R2259, Refuse Removal 121.05 480.00 -358.95 25.2% R2366, Building Supplies 201.53 200.00 1.53 100.8%		16.58	1,000.00	-983.42	1.7%	
R2121, Miscellaneous Expenses 0.00 100.00 -100.00 0.0% R2259, Refuse Removal 121.05 480.00 -358.95 25.2% R2366, Building Supplies 201.53 200.00 1.53 100.8%			1,000.00	-1,000.00	0.0%	
R2121, Miscellaneous Expenses 0.00 100.00 -100.00 0.0% R2259, Refuse Removal 121.05 480.00 -358.95 25.2% R2366, Building Supplies 201.53 200.00 1.53 100.8%	R2117, Administrative Expenses	2,000.00	6,200.00	-4,200.00	3 2.3%	
R2259, Refuse Removal 121.05 480.00 -358.95 25.2% R2366, Building Supplies 201.53 200.00 1.53 100.8%		0.00				
R2366, Building Supplies 201.53 200.00 1.53 100.8%	R2259, Refuse Removal	121.05	480.00		25.2%	
		201.53				

Muir Beach Community Services District 2003-2004 Profit & Loss Budget vs. Actual Year to Date Detailed July through October 2003

	Jui - Oct 03	Budget	\$ Over Budget	% of Budget	
R2535, Energy Expenses R2535E, Electrical Expenses R2535G, Butane Gas Expenses R2535, Energy Expenses - Other	0.00 164.29 417.85	900.00	-900.00 -135.71	0.0% 54.8%	
Total R2535, Energy Expenses	582.14	1,200.00	-617.86	48.5%	
R4000 Capital improvements R4001, Building Improvements	0.00	5,000.00	-5,000.00	0.0%	
Total R4000 Capital Improvements	0.00	5,000.00	-5,000.00	0.0%	
Total Recreational Expenses	8,761.10	27,206.00	-18,444.90		3 2.2%
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FiCA E1701, Work's. Comp. insurance E2059, P & L Insurance E2077, Road & Easement Repairs E2117, Administrative Fees E4000 Capital improvements E4001-Easement Lighting Total E4000 Capital improvements	1,230.00 550.00 136.18 0.00 423.00 768.22 2,000.00 1,225.00	1,500,00 2,000,00 300,00 400,00 423,00 10,000,00 6,200,00	-270.00 -1,450.00 -163.82 -400.00 0.00 -9,231.78 -4,200.00	82.0% 27.5% 45.4% 0.0% 100.0% 7.7% 32.3%	
Total Roads & Easements Expenses	6,332.40	20,823.00	-14,490,60		30.4%
Water Capital Improve'ts Exp. H2059 P & L insurance H2117, Administrative Fees H2352, County fees H2713, Project improvements H2713CP, System Improvements	322.00 700.00 0.00	322.00 3,500.00 700.00	0.00 -2,800.00 -700.00 -200,000.00	100.0% 20.0% 0.0%	00.47.0
Total H2713, Project Improvements	0.00	200,000.00	-200,000.00	0.0%	
H4169UT, Priority Improvements H4169NW, New Well H4169VR, Valve Replacement Total H4169UT, Priority Improvements	0.00	10,000.00 15,000.00 25,000.00	-10,000.00 -15,000.00 -25,000.00	0.0%	
Total Water Capital Improve'ts Exp.	1,022,00	229,522.00	-228,500.00		0.4%
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FiCA W1506, Medical benefits W1506CPHvy W1506, Medical benefits - Other	6,298.96 181.25 511.60 780.08 0.00	18,000.00 2,000.00 1,600.00 3,000.00 0.00	-11, 7 01.04 -1,818.75 -1,088.40 -2,219.92 0.00	35.0% 9.1% 32.0% 26.0% 0.0%	0,179
Total W1506, Medical benefits	780,08	3,000.00	- 2,21 9 .92	26.0%	
W1701, Work. Comp.Insurance W2049, Conferences & Training W2058, Annual Permit Fee W2059, P & L Insurance W2077, Routine Repairs	2,739.24 400.00 1,889.00 1,535.00 285.51	2,000.00 300.00 1,889.00 1,535.00 5,000.00	739.24 100.00 0.00 0.00 -4,714.49	137.0% 133.3% 100.0% 100.0% 5.7%	

4:03 PM

12/06/03

Accrual Basis

Muir Beach Community Services District 2003-2004 Profit & Loss Budget vs. Actual Year to Date Detailed July through October 2003

	Jul - Oct 03	Budget	\$ Over Budget	% of Budget
W2115, Chemicals I Testing W2117, Adminsitrative Fees	295.84	3,000.00	-2,704.16	9.9%
W2117A. Administrative Fees W2117C. Cierical Fees	0.00	10,800.00	-10,800.00	0.0%
W21176. Clerical Fees W2117, Adminsitrative Fees - Other	0.00 7,000.00	10,800.00	-10,800.00	0.0%
Total W2117, Adminstrative Fees	7,000.00	21,600.00	-14,600.00	32.4%
W2121, Miscellaneous Expenses	718.75	500.00	218.75	143.8%
W2130, Postage & Shipping	317.70	800.00	-482.30	39,7%
W2133, Office Supplies	337.65	750.00	-412.35	45.0%
W2325, Contract Services	0.00	10,000.00	-10,000.00	0.0%
W2479, Travei allowance	500.00	1,200.00	-700.00	41,7%
W2534, Telephone Relay Expense	231.58	500.00	-268.42	46,3%
W2535, Electrical Service	2,083.88	6,500.00	-4,416.12	32.1%
Total Water Operating Expenses	26,106.04	80,174.00	-54,067.96	32.6%
Total Expense	55,020,67	396,908.00	-341,887.33	13.9%
Net income		-157,995.00	157,186.50	0.5%

Do Hey now intend to be at future board meetings, as the MPS 15?

County?

OFFICIAL MINUTES OF THE

MUIR BEACH COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

The she

HELD ON WEDNESDAY, SEPTEMBER 24, 2003

_____,

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

- I. Call to order: President Shaffer called the meeting to order at 7:20 pm and turned the meeting over to incoming President Ostroff. President Ostroff thanked Director Shaffer for his introduction and briefly noted that he is new to this position and may require forbearance as he learns the procedures for conducting the meetings.
- II. Review and consideration of the September 24, 2003 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 Jennifer Vic offered an update on the ongoing activities of the Park Service, including:
 - A. Within the next few weeks, new trail maps will be available.
 - B. Fire management is being considered in an alternate location tonight.
 - C. Brochures and information cards are being mailed to the owners on the area tax roll, the brochures include the schedule of meetings for the transportation and big lagoon studies.
 - D. The big lagoon working group is considering a development plan for the mouth of Redwood Creek. The estimated cost is \$5.4 million to restore the lagoon and creek bed. Half of the funding will be from N. P.
 S. and the balance for alternative funding sources.
 - E. The ranger involved with the area traffic plan stipulated that most of the rumors concerning the hiking trail through Muir Beach are incorrect. He then announced that more details on the traffic plan will be discussed during the public meetings scheduled for October 20, 29 (Muir Beach) and 30, 2003.

Director Kamradt pointedly noted that 3 years ago the District had been promised to be a part of the traffic planning group. However, that promise was not fulfilled and the District was left out of the considerations.

IV. Bills to be paid: There was a brief discussion of the Bills to be Paid Report and Director Kamradt moved to approve the report as submitted including a total of \$11,615.61 in general fund expenditures and \$175 in water

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capital improvement expenditures, and \$1,563.96 in security deposit refunds and trust fund expenses for a total of \$13,354.57 in warrants issued, seconded by Director Shaffer; ayes all.

- V. Fire Department, emergency disaster committee: Chief Sward reported that the department is operating well, and that they have received funding to install an upgraded fire hydrant near the Pelican Inn.
- VI. General Manager's Report: There was brief discussion of the fiscal report, followed by the following:
 - A. Roads and easements: There was a discussion of the progress, or lack of progress for the mitigation of the District's pedestrian path encroachment on private property at the Sunset end of the Ahab to Sunset Way trail. Director Hills indicated that he will clear the air so the work can be completed.
 - Karla Andersdatter had requested some considerations of the Boards communications with the County concerning the naming of the driveway behind her dwelling. Before this discussion commenced, Director Hills said that he wanted to make some comments to clear the air. Soon after the previous meeting that included a discussion on Nina White's application to have the County name a private road, as she requested, near her house, Director Hills was provided with a copy of an e-mail from Karla Andersdatter to several residents claiming that he had exchanged his vote for a supposed opportunity to subdivide Nina White's lots. He stated that he had had no discussions with Nina White in any way related to such a topic. Further, Nina had prepared and signed a letter attesting that no such discussions had occurred nor had anything like that ever been considered. Ms. Andersdatter said that she had only wondered if such an exchange had taken place. With her hearing from Director Hills that no such thing had occurred, she accepted that as true and said that she did not need to see the confirmation from Ms. White. She then made some opening comments on her requested agenda items, and this was followed by an acrimonious exchange between Ms Andersdatter and President Ostroff, ending in the Board's informal rejection of Ms Andersdatter's request.
 - C. Water operations: The G. M. reported that water operations were normal. and that water consumption had declined from last months high level.
 - **D.** Recreation: The following recreational items were discussed:
 - Electrician Paul Brunner, who completed the trail lighting from the community center to
 Sunset Way submitted (at the G. M.'s request) a proposal to renovate/improve the community

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Minutes\03-09-24.reg

OFFICIAL MINUTES OF THE

Store, political MUIR BEACH COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

HELD ON WEDNESDAY, NOVEMBER 5, 2003

Directors present:

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

previously called to say she would not be able to attend the meeting.

Call to order: President Ostroff called the meeting to order at 7:10 pm. I.

Review and consideration of the Estrate 26, 2003 Agenda. There was a brief discussion of the II. Agenda, and Director Shaffer moved to approve the Agenda as submitted; seconded by Director Hills, ayes all.

III. National Park Service: Ranger Jennifer Vic reported that the N. P. S. meeting with District residents concerning the transportation plan was well attended and that the many items of concern expressed by the residents have been reported to the proper officials and were heard loud and clear.

Director Hills reported that he and Director Kamradt had meet with Supervisor Kinsey to review the many concerns about elements of the plan that will adversely affect the Muir Beach community. He noted that Supervisor Kinsey takes these concerns seriously and is seeking alternatives that will reduce the potential adverse impacts.

Ranger Alex Naar then introduced himself as the coordinator for the clearing of the fire debris being done on the N. P. S. land along Shoreline Highway. He noted that this activity is being done to reduce the fire hazard and will continue for approximately three more weeks.

Ranger Vic then noted that N. P. S. is working with the County for additional improvement and flood mitigation on Pacific Way.

Bills to be paid: There was a brief discussion of the Bills to be Paid Report and Director Shaffer IV. moved to approve the report as submitted including a total of \$10,237.63 in general fund expenditures and \$175 in water capital improvement expenditures, and \$2,710.85 in Trust Funds for a total of

\$13,123.48 in warrants issued, seconded by Director Hills; ayes all.

V. Fire Department, emergency disaster committee: Chief Sward reported that the District is ready to receive the West Marin Funds and delivered the contact for the funds to be signed by the G. M. as required.

- VI. General Manager's Report: There was brief discussion of the fiscal report, followed by the following:
 - A. Administration: The G. M. reported that he has received three replies indicating an interest in providing audits for the District. However, due to the current busy season, all three requested more time prior to submitting a proposal.

The G. M. then gave a brief overview of the District's fiscal status and operations within the adopted budget parameters.

B. Roads and Easements The G. M. reported that Michael Moore has indicated that he will begin construction of the stairs at the Sunset Way end of the Sunset Way to Ahab Drive pedestrian trail late next week, if weather permits.

This was followed by a brief discussion of the new pedestrian trail for the Park area behind the Lasky residence. It was noted that the landscaping had been removed prior to the trail clearing.

- C. Water Operations: There was brief discussion of the water operations and the repair of a distribution line break between the well house and frank Valley Road. It was noted that this pipe has experienced other breaks and may need replacement in the future.
- D. Recreation; There was a brief discussion concerning electrician Paul Brunner's proposal for improving and repairing the community center's entry stair and handicap walk lighting.
 Director Shaffer moved to approve the labor proposal in the amount of \$6,320, with selction of the lighting fixtures to be determined after each Director has had an opportunity to review the suggested fixtures in the supply catalog. Seconded by Director Rudnick, ayes all. Director

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Shaffer will coordinate with Mr. Brunner for the scheduling and selection of fixtures.

Public Open Time: Harvey Pearlman requested the Board to consider conditional funding for an annual New Years Party in the community center. As this was not a formal agenda item, the Board indicated their concurrence with the suggestion and instructed the G. M. to place this on the next month's meeting agenda.

Judith Yamamoto then informed the Board that the Quilters have received a \$5,000 grant from the Marin Community Foundation which will be used as additional funding for the Community Center deck roof. The G. M. noted that these funds have been deposited in the District's account and will appear on the October budget report as a trust fund sub account. It was also noted that construction of the roof has been delayed until the next dry season.

Review of the draft minutes for the September 24, 2003 meeting. There was a brief discussion of these minutes and Director Hills submitted a typed request for changing wording of the minutes as follows(shown in italics): Item VI B - Karla Andersdatter had requested some considerations of the Boards communications with the County concerning the naming of the driveway behind her dwelling. "Before this discussion commenced, Director Hills said that he wanted to make some comments to clear the air. Soon after the previous meeting that included a discussion on Nina White's application to have the County name a private road, as she requested, near her house, Director Hills was provided with a copy of an e-mail from Karla Andersdatter to several residents claiming that he had exchanged his vote for a supposed opportunity to subdivide Nina White's lots. He stated that he had had no discussions with Nina White in any way related to such a topic. Further, Nina had prepared and signed a letter attesting that no such discussions had occurred nor had anything like that ever been considered. Ms. Andersdatter said that she had only wondered if such an exchange had taken place. With her hearing from Director Hills that no such thing had occurred, she accepted that as true and said that she did not need to see the confirmation from Ms. White." She then made some opening comments on her requested agenda items, and this was followed by an acrimonious exchange between

2 request. Director Hills also suggested a change/correction in the September 24 meeting agenda as 3 follows: Item VI B-2 a: She stipulates that Director Hills has indicated that the District has jurisdiction 4 over the private driveway to the rear of her dwelling; therefore, she is requesting reimbursement of 5 \$400 to repay her for gravel she has placed in the driveway. To be replaced with: "She stipulates that 6 Director Hills has indicated that the private road to the rear of her dwelling is located inside the overall 7 boundaries of the entire District. Since the District sent a letter to the County regarding the application 8 to have the County name this road, is the District now intending to pay for maintenance of the road?" 9 Approval of the minutes was deferred to the next Board meeting when the changes can be 10 incorporated for the Board's review. 11 Next meeting date: Following a brief discussion the next meeting date was confirmed for Wednesday, IX. 12 December 3, 2003. The G. M. requested that Wednesday, December 10th also be reserved as an 13 alternate date, as he is not certain when he will be able to return from S. California for minor surgery. 14 15 Both dates were reserved. The meeting was adjourned at 9:00 P.M. 16 These minutes were approved by the Muir Beach Community Services District Board of Directors, 17 during their meeting on _____ 18 19 20 Donovan Macfarlane, Secretary Maury Ostroff, Board President 21 22 23 24

Ms Andersdatter and President Ostroff, ending in the Board's informal rejection of Ms Andersdatter's

MUIR BEACH COMMUNITY SERVICES DISTRICT

19 SEACAPE DRIVE

MUIR BEACH, CA 94965-9701 csd.com Information phone: (415) 388-7808

TELEPHONE (415) 388-7804

December 10, 2003

Steve Kinsey
Supervisor, 4th District County of Marin
3501 Civic Center Drive
San Rafael, California 94903

Website: muirbeachcsd.com

Fax: 415-499-3645

Dear Steve,

Thank you for requesting a response from the Directors of the Muir Beach CSD regarding the Muir Beach Community's thoughts and concerns about the Comprehensive Transportation Management Plan (CTMP) assembled by the County of Marin and the National Park Service.

Urgent Current Concerns

We have taken every possible step to gather comments and thoughts from as many residents of the Muir Beach community and the Redwood Creek Watershed before replying to your letter. We have talked with individuals, ongoing community groups, a newly formed Resident's Association and leaders at the Green Gulch Zen Center. In addition to meeting with Muir Beach constituents we have also taken the time to talk with residents from Tam Valley and Stinson Beach.

The Muir Beach Community protests the CTMP planning process and opposes the outcomes. By this we mean that the Muir Beach CSD Directors and Community protest not being included in the planning process for the Redwood Creek Watershed.

We list below ten elements of the planning process that are <u>opposed</u> by the Muir Beach CSD Directors and Community. The central theme for our concern and resulting opposition is the threat and conflict that each has to the community character of the Muir Beach Community. Like many West Marin towns, Muir Beach has its roots in being a somewhat isolated hamlet of residents seeking the peaceful enjoyment of nature and the coastal environment – we gladly pay the price of living without shops and having a somewhat lengthy, difficult commute in order to enjoy these benefits.

The CTMP process in its current state is a direct threat to our community character – it would transform Muir Beach into a hub for transportation, parking and bus transfer. Examples: the proposals would have the meadow, which contains our community BBQ grounds and the well supplying the drinking water for the town, turned into a massive parking lot and bus transfer depot for Muir Woods. The proposals would reroute the 1,728 vehicles (per day during peak periods) that currently access Muir Woods via 4 Corners, through the community of Muir Beach, dramatically adding to the 884 vehicles that presently access the beach during peak periods; and they would reduce our transportation connections with the "rest of the world" from two routes to a single route (where our emergency services are located, as well as our gas stations, grocery stores and other essential services) – each hostile to the treasured elements comprising our community character.

The Muir Beach CSD Directors and Community oppose:

- 1. Rerouting traffic for Muir Woods to travel to and from Muir Woods on Highway One.
- 2. Rerouting traffic for Stinson Beach to travel to and from Stinson Beach only on Highway One.
- 3. Changing the Stinson Beach traffic sign at Panoramic Highway and Highway One and directing all traffic for Stinson Beach to Highway One.
- 4. Any closure or restricted access to Frank's Valley/ Muir Woods Road.

- 5. Using Santo's field, paved or unpaved, as a parking lot, traffic hub, bus/shuttle station, visitor center, information booth or any other use.
- 6. Converting any part of the Banducci Ranch, the Dairy, the Alders field next to the Pelican or any other currently undeveloped space in the watershed for parking, bus/shuttle station, visitor center, information booth or traffic hub of any sort.
- 7. Moving the parking, administration, entrance center, visitor center or any other Muir Woods building/parking center to any area in the watershed other than their current locations.
- 8. Locating a remote parking center in the watershed for Muir Woods or Muir Beach that would require visitors to use shuttle buses rather than walk to their recreational destinations.
- 9. Any increase in current levels of vehicular traffic to the watershed.
- 10. Any increase in current parking availability in the watershed.

After a public meeting in July of 1999 the CTMP planners committed to including the Muir Beach CSD in the planning process. Since 1999 the Muir Beach CSD has volunteered to have NPS be a permanent part of the agenda for its monthly public CSD meetings. The Muir Beach CSD has been a participant in the Redwood Creek Watershed Planning Group for eight years. When the CSD was invited to be a part of the Redwood Creek Watershed Planning Group we understood that this would be the planning group for all future developments or modifications in the watershed. It was not until August of 2003 that a representative of NPS mentioned that the preliminary transportation planning process was complete (a vitally important step in the process because of the acceptance of plan concepts and a narrowing of available options for further consideration) and the CTMP planners wanted dates to present the plans to the community! The Muir Beach CSD did not receive any information about the planning process, nor did it receive any advance materials or communications as to what the proposed plans were.

It is our contention that the Muir Beach CSD and Community could not have been clearer or more proactive about its desire to participate in any and all planning regarding the Redwood Creek Watershed. Not including primary stakeholders in a planning process can reduce the information available for planning as well as alienating the excluded stakeholders. It is unfortunate that the County of Marin and National Park Service choose to construct their planning process in this manner.

We have attached a citizen participation chart prepared by Sherry Arnstein who was a consultant with Federal agencies (HUD, HEW, Labor, Justice etc.) that conceived of strategies for citizen participation in governmental processes. She was also the chief citizen participation advisor to the Model Cities Administration. The entire text of her 17 page federal report is available upon request. Please note that the communication processes that the CTMP has engaged in with the Muir Beach Community fall into the categories of "Tokenism" or "Non-participation." We suggest that the government agencies involved in planning for all of Marin County as well as the Redwood Creek Watershed provide opportunities for citizen participation through delegating power and partnership rather than consulting, informing or manipulating previously gathered statistics.

While the CTMP was producing their plans, the Redwood Creek Watershed Committee completed its "Vision for the Future" plan. It seems that there were parallel planning processes happening at the same time. Since the Muir Beach CSD and Green Gulch Community along with the National Park Service, Marin County, California Department of Parks and Recreation and other stakeholders participated in the Redwood Creed Watershed Planning Committee, we will include the guiding Vision statements articulated in the July 2003 planning document (enclosed for your reference) in our list of concepts for future planning.

Future Concepts for Planning in the Redwood Creek Watershed

A planning process's purpose is to take in the larger, visionary view of a situation and settle the overall patterns and guiding principles before finalizing the details that make that larger vision a reality. We

recommend the following guiding concepts from the Redwood Creek Watershed Committee's "Redwood Creek Watershed Vision for the Future":

- 1. The natural beauty and rustic character of the landscape is maintained.
- 2. Sustainable land management and resource use practices are used to ensure natural and cultural resources protection, resident quality of life and quality of visitor experience.
- 3. Opportunities for human and cultural experiences and interaction with the natural environment are fostered.
- 4. The watershed is managed as an intact, continuous, linked system from the ridge tops to the ocean, with all parts contributing to the health of the whole.
- 5. Restoration and protection of a full range of natural geomorphic and hydraulic functions (such as sediment transport, channel migration and recruitment of large wood) in Redwood Creek from its headwaters to the Pacific Ocean support complex instream and floodplain structure that, in tum, supports a diverse community of native aquatic and riparian-dependent species.
- 6. Visitor experiences that are unique to this watershed are encouraged.
- 7. The watershed provides a range of visitor experiences from wild to structured and from solitary to shared.
- 8. Access to the watershed and recreational opportunities are provided for a range of trail users through a well-designed, comprehensive trail system.
- 9. People visit the watershed in a manner that minimizes traffic congestion and its related negative impacts to communities and watershed resources.
- 10. Visitor services are adequate to support visitor experience but are kept minimal to protect the natural and cultural resources and rural character of the watershed.
- 11. Watershed visitor traffic, parking, and recreation have minimal impacts on local communities.
- 12. Infrastructure management is coordinated among responsible agencies, businesses, utilities, and residents.

In addition to the guidelines from the Redwood Creek Watershed Committee, the Community of Muir Beach recommends:

- 13. The carrying capacity of the Redwood Creek Watershed be professionally evaluated by an individual or group not associated with any of the stakeholders before any planning or implementation processes proceed in any part of the watershed.
- 14. The County of Marin, NPS and other important stakeholders approach the planning process for the Golden Gate National Recreation Area, Tamalpais Valley, Muir Woods, Muir Beach, Redwood Creek Watershed, Big Lagoon, and Stinson Beach as one planning process. It is a mere ten to twelve miles round trip from Highway One to Muir Woods or Muir Beach and back and we protest having three separate transportation plans for this transportation loop.
- 15. The transportation planning process return to its original purpose which was to reduce visitor and tourist impact upon local communities and habitats.
- 16. Encourage the County of Marin and National Park Service to adopt low-tech, low-impact solutions in the management of peak visitor months.

 Encourage the National Park Service to manage the flow of tourists to Muir Woods and other heavily visited National Park sites in Southern Marin with a reservation/lottery system. There are peak times during the summer months when tourists overwhelm the resources of Muir Woods and other sites. It is necessary to engage in management practices that schedule people, buses and vehicles to arrive

- and depart throughout the entire day thereby preventing an overflow of visitors during a two or three hour period.
- 17. Enhance and enlarge the walking, hiking, biking, horseback riding and other non-vehicle recreational access opportunities to the watershed.
- 18. If it is determined to add additional parking to Muir Woods that the new parking facilities be located adjacent to the existing walking path and within the boundaries of the park. This will provide the visitor to Muir Woods with the enhanced opportunity to walk from their vehicle to the entrance to the woods, through the beauty of upper Redwood Creek. We have attached maps of four areas within NPS's property in Muir Woods to add additional parking and still allow the visitor the experience of taking a short walk to the redwoods.

Fee Based National Parks

We have attached an article from MSNBC as well as two internet sites that report the clear authorization and intent for the development of fee based services in National Parks. The authorization to continue to collect fees at the entrance to National Parks expires next year unless Congress renews it. Installing fee based parking lots and fee based shuttle buses at best provides additional income to the National Parks and in the worst case scenario provides alternative revenue streams to NPS if the entrance fee authorization is not renewed. Creating fee based services in the national parks, as the MSNBC article highlights, is to enhance the revenue of NPS and frequently is to the detriment of the environment. Closing a road, building a new visitor center in a pristine, ecologically sensitive environment, increasing the parking capacity and running buses continuously all day between Muir Woods and Muir Beach is not ecologically sustaining, sensitive to the West Marin culture or providing more recreational opportunities – but it does dramatically increase NPS's revenue. We are thoughtful of the underlying motivations that may have contributed to the alternatives presented by CTMP.

Conclusion

Steve, many residents in Muir Beach as well as the other communities that we visited, had comments that reflected some basic themes.

- 1. NPS's aggressive push to expand parking and other facilities encroaches on the primary experiences of living in a small coastal town in West Marin.
- 2. The health, safety and every day experience of residents of the affected communities were not taken into consideration in the planning process.
- 3. The adverse affects to the fish, wildlife and wildlands were not addressed when proposing expanded parking lots and visitor centers adjacent to Redwood Creek.
- 4. The adverse affects of the noise, pollution, congestion and inconvenience of loop buses within the watershed to the fish, wildlife, wetlands, wildlands and people were not considered in the planning process.
- 5. Through planning large parking and visitor structures in the watershed that are not adjacent to any of the recreational sites that they serve, the planners ignored the negative impact upon the neighboring communities of pushing cars and people into the community for parking, access, assistance and proximity to recreational sites.
- 6. The lack of follow through on the commitment to protect and enhance the cultural heritage of West Marin which is not large transportation hubs in a pristine watershed.

Some of the residents were original participants in the formation of the Golden Gate National Recreation Area, and they reminded us of the original intent of that organization. It was not formed as the Golden Gate National *Tourism* Area. It was to provide rural recreational opportunities for the urban population through hiking, biking, walking, horse back riding, establishing a public marine mammal rescue center, an arts center and a hostel. NPS was charged with this mission when assuming management of the

GGNRA. In its current form, the CTMP would dramatically diminish the very resource – the rural character of the GGNRA and its communities – that was singled out for preservation.

We strongly encourage CTMP to review how a variety of safe, well- maintained and easily accessible trails can be built that invite the urban dweller and tourist to directly experience the Redwood Creek Watershed. We encourage the CTMP to consider low-tech enhancements to Highway One (simple solutions – like adding more turnouts; paving the shoulders of existing turnouts to make them usable; and small-scale but strategic widening of certain stretches of roadway) so that it can safely accommodate bike riders, as well as install separate bike trails throughout the watershed. This is good for visitors, tourists, hikers, bike riders, residents of West Marin communities and the animals, fish and habitats of West Marin! We care deeply about our environment and it seems that we are becoming the protectors of the watershed from over development, paving and expansion by the National Park Service and the County of Marin.

There is an opportunity here – inclusion of the West Marin perspective is vital to creation of viable and successful transportation planning. We offer the direct participation of the Muir Beach CSD to the CTMP, insofar as the issues affect the Redwood Creek Watershed. We also hope that any planning affecting our neighboring communities include representatives from these communities in the planning process. Deborah Kamradt and Leighton Hills are the Muir Beach liaisons with your office on this planning. We look forward to hearing from you once you have reviewed this document.

Sincerely, Directors		
Muir Beach Community Ser	vices District	
Leighton Hills	Deborah Kamradt	Maury Ostroff
Peter Rudnick	Steve Shaffer	

Cc:

Muir Beach Residents
Muir Beach Residents Association
Mick Sopko and Suki Parmalee – Green Gulch Community
Annette Rose
Lynn Woolsey
Barbara Boxer
Diane Feinstein
Art Brook
Paul Bignardi
Nancy Horner
Brian O'Neil
Michael Savage