# AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF Directors' REGULAR BOARD MEETING AND TWO PUBLIC HEARINGS ON WEDNESDAY, JANUARY28, 2004. 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. President Ostroff will then report any decisions made during the closed personnel meeting held on Wednesday, January 14, 2004.
- II. Review and consideration of the January 28, 2004 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 November 1 through November 30, 2003, and December 1 through December 31, 2003.
- V. Fire Department, Emergency Disaster Committee: Chief Sward will offer a report on the Department's activities since the last Board meeting.
- VI. Update on the C. T. M. P. process.
- VII. General Manager's Report: The General Manager's written report follows, and the G. M. will be present to answer questions concerning the various elements in the report. This report is an integral part of the Agenda and the Board may take action on any or all items within the report.
  - A. Administration: Administrative activities have been normal. The following specific items require Board consideration:
    - 1. Requests for auditing proposals have been mailed to four accounting firms experienced in accounting procedures for special Districts. As of this date, no proposals have been received, but it is anticipated that the replies will be received in time for the February Board meeting. Also, Director Hills has interviewed the accounting firm serving Stinson Beach, and may have a few comments.
    - 2. Existing policies and procedures: In a search of Hazel Melo's files (in storage), I located several versions of suggested CSD Policies and Procedures. Due to the volume of the material, they have been duplicated as a separate document and delivered to the Directors. Some of the policies are out of date; however, most of them are generally followed. It is suggested that the Board appoint two Directors to work with the G. M. to draft updated set of District Policies and Procedures Manual. but.
    - 3. In accord with the Board's retention of Sharon Mullin to take over the District's accounting activities, the transfer of records will be completed prior to February 1, 2004, when Ms. Mullins services will begin.
  - B. Roads and Easements: The following items need Board consideration:
    - 1. Following the Board's request, I visually inspected the trees marked for possible removal, located on the northeast side of the community center property. Further, a rough hand drawn sketch of the trees subject to removal and trees to remain has been furnished to the Directors for their perusal. Mr. Wood, of 60 Starbuck Drive, has complied with the district's request to have a surveyor designate the property line, and all of the seven trees he requests for removal are located on the District's

property. Five of these Monterey Pine trees are of mature age, and near the end of their normal life expectancy. Two of the trees are somewhat younger. The general area has numerous trees that have not be requested for removal, including six that are in the immediate vicinity of those requested for removal. In addition, Mr. Wood has offered to replace the trees requested for removal, with suitable trees suggested by the Muir Beach Garden Club, as well as paying for the cost of the tree removal. Considering the number of trees that will remain and the replacement with approved trees, this should be an improvement which eliminates future District expense, while reducing the potential fire hazard and possible damage from the falling of mature trees during high winds without adversely affecting the aesthetic character of the area, it is recommended that the Board approve Mr. Wood's request.

- 2. The pedestrian trail through the Seacape park area has been basically cleared and cleaned. However, additional work is needed to improve the usability and safety. It is recommended that the Board approve an expenditure of \$2,000 for additional labor, gravel and equipment rental for the completion of this trail.
- 3. The pedestrian trail from Sunset Way to Pacific Way (a continuation of the Community Center Trail) also requires considerable maintenance work. The work is in progress and should be completed by mid February.
- 4. Community Center entrance stairs: Many of the railroad tie stairs have become marginal in condition, potentially hazardous and need replacement. Supervisor Kinsey has offered grant funds of \$15,000 for construction of new stairs. During the November meeting this was discussed and John Sward indicated he would submit a proposal to the Board for construction of new stairs. It is recommended that the Board consider placing a high priority on this activity, so reconstruction can coincide with the new lighting work.
- 5. Construction of the new stairs and realignment of the individual steps on the Sunset end of the Sunset To Ahab pedestrian way has been completed. As of this date, the cost data is not available and will be included in the February report.

#### C. WATER OPERATIONS:

- 1. Coliform tests taken during November and December were free of bacteria.
- 2. Gross water billing for the 10/16/03 through 11/16/03 billing period totaled \$6,436.35 including \$6,290.79 in water service charges, \$141.65 in late payment penalties and \$3.91 in interest charges. The monthly consumption surcharge for this period totaled \$1,610.06
- 3. Gross water billing for the 11/16/03 through 12/16/03 billing period totaled \$5,,357.57 including \$5,261.27 in water service charges, \$91.61 in late payment penalties, and \$4.69 in interest charges. The monthly consumption surcharge for this period totaled \$1,360.46.

The table below tabulates the water production for the period October 16, 20	)03 to November 16, 2003.
Total volume of water measured through the master meter =	915,485 gallons
Average daily pumping rate	29,532 gallons
Highest pumping day was on 10/28/03 and volume pumped =	39,3305 gallons
Lowest pumping day was on 11/10/03 and volume pumped =	16,465 gallons
Total volume billed through service meters =	847,629 gallons
Gross unaccounted for water loss =	77,856 gallons
Estimated un-metered maintenance use <sup>1</sup>	15,000 gallons

Estimated leak repair losses	0 gallons
Net unaccounted for water loss 5.77%)	52,856 gallons
Average daily customer consumption per meter =	100 gailons
Average service billing =	\$41.37

The table below tabulates the water production for the period November 16, 2003 to December 16, 2003. Total volume of water measured through the master meter = 741,550 gailons Average daily pumping rate 22,837 gallons Highest pumping day was on 12/10/03 and volume pumped = 32,935 gallons Lowest pumping day was on 12/16/03 and volume pumped = 15,217 gallons Total volume billed through service meters = 685,109 gallons Gross unaccounted for water loss = 56,441 gailons Estimated un-metered maintenance use<sup>1</sup> 15,000 gallons Estimated leak repair losses 0 gallons Net unaccounted for water loss 6.04%) 41,441 gallons Average daily customer consumption per meter = 81 gallons Average service billing = \$34.48

- D. Technical Advisory Committee: The Adaptive Management Plan for Well Operations and Water Conservation was submitted to the T. A. C. and reviewed during their January 13, 2004 meeting. In general, the plan was well received. However, the T. A. C. did request some minor modifications to clarify the conditions for determining the variable conditions of the creek flow from year to year, as applicable to drought conditions, along with some corrections in the definitions and acronyms. Director Kamradt chaired the meeting with considerable skill and will offer a more detailed report.
- E. Capital Improvements: President Ostroff, Director Hills and I have meet to discuss the priority and methods for improving the well site. It is anticipated that President Ostroff and Director Hills will give a report to the Board on this subject.
- F. Recreation: There are several items for the community center that need Board consideration
  - 1. We have received an offer for the donation of a piano from Pam Barlow. This is the same piano that she previously loaned to the District, and which we returned for damage liability purposes as the piano was on loan. Now she is offering to donate the piano. We currently use an electronic piano, which is more compact and movable than the upright piano. However, I am not qualified to render an opinion as to a players preference or difference in musical quality.
  - 2. The deck roof fund has received additional donations, and the Quilters had a successful Art Faire. It is anticipated that the Quilters will have a report on the status of the funds available for the roof construction. In the meantime, Harvey has been instructed to begin removal of the temporary roof, in compliance with the County's

- "red tag" requiring the temporary roof's removal.
- I have not received the final data for a report on the success of the New Year's eve party. It is my understanding that the party earned enough to refund approximately \$400 of the \$500 advanced by the District. Harvey will offer a verbal summary on the party's success.

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

VIII. PUBLIC OPEN TIME: Califomia 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 December 10, 2003.
- X. Next meeting date: The forth Wednesday in February is February 25, 2004.

#### ADJOURNMENT OR CONTINUATION

### MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 11/01/03 THROUGH 11/30/03

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
		PITAL IMPROVEMENT EXPENSES	<u></u>	
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	\$175.0
<del></del>		TOTAL WATER CAPITAL IMPROVMENT EXP	ENSES =	\$175.C
	ADMINISTD ATI	ON EXPENSES, DIVISION CODE 9236		
Kinko's	2049	Board meetig packets	P	42.6
KIIIKU S	2049	Bell's Market, cream/cookies for meeting	- <u>'</u>	6.3
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	600.0
USPO	2130	Postage	P	26.8
ABC Consultants, Inc.	2479	Travel allowance paid for last month	В	141.4
Cingular	2534	Cell phone paid this month	<u>_</u>	111.
Pacific Bell	2534	415-388-7804 & 7808 paid this month	B	184.
Pacific Bell	2534	707-643-1143 paid this month	В	37.2
Marin County	2713	Legal Fees	C	770.0
Wartii County		TOTAL G&A EXP		
		10 ME GGA EM	LITOLO	¥ 1,020.
		N EXPENSES, DIVISION CODE 9240		<del></del>
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	225.
Graham Groneman	4827	Void Check #827 (Gall's Inc) for reimburseme	В	276.
Pacific Bell	4827	Fire station phone paid this month	В	125.
Groeniger & Company	4827_	Hydrant adapters  TOTAL FIRE EXP	В	315. \$942.
Harvey Pearlman	RECREATION 1028	Maint, manager wages paid this month	С	333.
Salvador Gonzales	1073	Extra Hire wages paid this month	C	121.
Juana Gonzales	1077	Janitorial wages paid this month	С	310.0
State Fund	1701	Worker's Compensation Insurance	С	73.
Harvey Pearlman	2041	Day of the Dead party expenses	В	
Lisa Eigsti	2041	Day of the Dead party decroations		207.
Home Depot			В	
	2077	Toilet seats, door repair		207. 54.
			В	54.
Goodman's Building Supply	2077	Toilet seats, door repair	B B	54. 43.
Goodman's Building Supply ABC Consultants, Inc.	20 <b>7</b> 7	Toilet seats, door repair Lighting repairs Administrative fees paid this month	B B B	54. 43. 22.
Goodman's Building Supply ABC Consultants, Inc. Waste Management	2077 2077 2117	Toilet seats, door repair Lighting repairs	B B B	54. 43. 22. 500.
Goodman's Building Supply ABC Consultants, Inc. Waste Management Costco	2077 2077 2117 2259	Toilet seats, door repair Lighting repairs Administrative fees paid this month Trash Collection Through December Papeer towels, etc.	B B B B	54. 43. 22. 500. 121.
Goodman's Building Supply ABC Consultants, Inc. Waste Management Costco Pacific Bell	2077 2077 2117 2259 2366	Toilet seats, door repair Lighting repairs Administrative fees paid this month Trash Collection Through December	B B B B	54. 43. 22. 500. 121. 57.
Goodman's Building Supply ABC Consultants, Inc. Waste Management Costco Pacific Bell Pacific Gas & Electric	2077 2077 2117 2259 2366 2534 2535	Toilet seats, door repair Lighting repairs Administrative fees paid this month Trash Collection Through December Papeer towels, etc. Community Centerpay phone paid this month	B B B B B	54. 43. 22. 500. 121. 57. 109.
Goodman's Building Supply ABC Consultants, Inc. Waste Management Costco Pacific Bell Pacific Gas & Electric Bell's Market, Whole Foods, etc.	2077 2077 2117 2259 2366 2534 2535	Toilet seats, door repair Lighting repairs Administrative fees paid this month Trash Collection Through December Papeer towels, etc. Community Centerpay phone paid this month Community Center electric paid this month	B B B B B B	54. 43. 22. 500. 121. 57. 109. 162.
Goodman's Building Supply ABC Consultants, Inc. Waste Management Costco Pacific Bell Pacific Gas & Electric Bell's Market, Whole Foods, etc. Linen & Things	2077 2077 2117 2259 2366 2534 2535 2041BI	Toilet seats, door repair Lighting repairs Administrative fees paid this month Trash Collection Through December Papeer towels, etc. Community Centerpay phone paid this month Community Center electric paid this month Misc. Bistro supplies purchased this month	B B B B B B	54. 43. 22. 500. 121. 57. 109. 162. 10. 8.
Goodman's Building Supply ABC Consultants, Inc. Waste Management Costco Pacific Bell Pacific Gas & Electric Bell's Market, Whole Foods, etc. Linen & Things Lonna Richmond	2077 2077 2117 2259 2366 2534 2535 2041BI 2041BI 2041BI	Toilet seats, door repair Lighting repairs Administrative fees paid this month Trash Collection Through December Papeer towels, etc. Community Centerpay phone paid this month Community Center electric paid this month Misc. Bistro supplies purchased this month Glass linens Bistro wages paid this month	B B B B B P	54. 43. 22. 500. 121. 57. 109. 162. 10. 8.
Goodman's Building Supply ABC Consultants, Inc. Waste Management Costco Pacific Bell Pacific Gas & Electric Bell's Market, Whole Foods, etc. Linen & Things Lonna Richmond Nancy Knox	2077 2077 2117 2259 2366 2534 2535 2041BI 2041BI 2041BI 2041BI	Toilet seats, door repair Lighting repairs Administrative fees paid this month Trash Collection Through December Papeer towels, etc. Community Centerpay phone paid this month Community Center electric paid this month Misc. Bistro supplies purchased this month Glass linens	B B B B B P P	54. 43. 22. 500. 121. 57. 109. 162. 10. 8. 193.
Goodman's Building Supply ABC Consultants, Inc. Waste Management Costco Pacific Bell Pacific Gas & Electric Bell's Market, Whole Foods, etc. Linen & Things	2077 2077 2117 2259 2366 2534 2535 2041BI 2041BI 2041BI 2041BI	Toilet seats, door repair Lighting repairs Administrative fees paid this month Trash Collection Through December Papeer towels, etc. Community Centerpay phone paid this month Community Center electric paid this month Misc. Bistro supplies purchased this month Glass linens Bistro wages paid this month Bistro pastries purchased this month	B B B B C P C P	54, 43. 22. 500. 121. 57. 109. 162. 10. 8. 193. 28.
Goodman's Building Supply ABC Consultants, Inc. Waste Management Costco Pacific Bell Pacific Gas & Electric Bell's Market, Whole Foods, etc. Linen & Things Lonna Richmond Nancy Knox Emiko Wang	2077 2077 2117 2259 2366 2534 2535 2041BI 2041BI 2041BI 2041TC	Toilet seats, door repair Lighting repairs Administrative fees paid this month Trash Collection Through December Papeer towels, etc. Community Centerpay phone paid this month Community Center electric paid this month Misc. Bistro supplies purchased this month Glass linens Bistro wages paid this month Bistro pastries purchased this month Tai Chi Instruction for October TOTAL RECREATION EXP	B B B B C P C P	54, 43. 22. 500. 121. 57. 109. 162. 10. 8. 193. 28.
Goodman's Building Supply ABC Consultants, Inc. Waste Management Costco Pacific Bell Pacific Gas & Electric Bell's Market, Whole Foods, etc. Linen & Things Lonna Richmond Nancy Knox Emiko Wang	2077 2077 2117 2259 2366 2534 2535 2041BI 2041BI 2041BI 2041TC	Toilet seats, door repair Lighting repairs Administrative fees paid this month Trash Collection Through December Papeer towels, etc. Community Centerpay phone paid this month Community Center electric paid this month Misc. Bistro supplies purchased this month Glass linens Bistro wages paid this month Bistro pastries purchased this month Tai Chi Instruction for October TOTAL RECREATION EXP	B B B B B P P C P B B P ENSES =	54. 43. 22. 500. 121. 57. 109. 162. 10. 8. 193. 28. 108. \$2,467.
Goodman's Building Supply ABC Consultants, Inc. Waste Management Costco Pacific Bell Pacific Gas & Electric Bell's Market, Whole Foods, etc. Linen & Things Lonna Richmond Nancy Knox Emiko Wang Ref	2077 2077 2117 2259 2366 2534 2535 2041BI 2041BI 2041BI 2041TC	Toilet seats, door repair Lighting repairs Administrative fees paid this month Trash Collection Through December Papeer towels, etc. Community Centerpay phone paid this month Community Center electric paid this month Misc. Bistro supplies purchased this month Glass linens Bistro wages paid this month Bistro pastries purchased this month Tai Chi Instruction for October TOTAL RECREATION EXP	B B B B C P C P	54. 43. 22. 500. 121. 57. 109. 162. 10. 8. 193. 28. 108. \$2,467.
Goodman's Building Supply ABC Consultants, Inc. Waste Management Costco Pacific Bell Pacific Gas & Electric Bell's Market, Whole Foods, etc. Linen & Things Lonna Richmond Nancy Knox Emiko Wang  Ref Harvey Pearlman Salvador Gonzales	2077 2077 2117 2259 2366 2534 2535 2041BI 2041BI 2041BI 2041BI 2041TC	Toilet seats, door repair Lighting repairs Administrative fees paid this month Trash Collection Through December Papeer towels, etc. Community Centerpay phone paid this month Community Center electric paid this month Misc. Bistro supplies purchased this month Glass linens Bistro wages paid this month Bistro pastries purchased this month Tai Chi Instruction for October TOTAL RECREATION EXP MENT EXPENSES, DIVISION CODE 9237 Maint. manager wages paid this month Extra Hire wages paid this month	B B B B B C C C C	54. 43. 22. 500. 121. 57. 109. 162. 10. 8. 193. 28. 108. \$2,467.
Goodman's Building Supply ABC Consultants, Inc. Waste Management Costco Pacific Bell Pacific Gas & Electric Bell's Market, Whole Foods, etc. Linen & Things Lonna Richmond Nancy Knox Emiko Wang  RO Harvey Pearlman Salvador Gonzales Home Depot	2077 2077 2117 2259 2366 2534 2535 2041BI 2041BI 2041BI 2041TC OADS & EASEN 1028 1073 2077	Toilet seats, door repair Lighting repairs Administrative fees paid this month Trash Collection Through December Papeer towels, etc. Community Centerpay phone paid this month Community Center electric paid this month Misc. Bistro supplies purchased this month Glass linens Bistro wages paid this month Bistro pastries purchased this month Tai Chi Instruction for October TOTAL RECREATION EXP MENT EXPENSES, DIVISION CODE 9237 Maint. manager wages paid this month Extra Hire wages paid this month Materials and tools for repairs	B B B B C P C P B ENSES	54. 43. 22. 500. 121. 57. 109. 162. 10. 8. 193. 28. 108. \$2,467.
Goodman's Building Supply ABC Consultants, Inc. Waste Management Costco Pacific Bell Pacific Gas & Electric Bell's Market, Whole Foods, etc. Linen & Things Lonna Richmond Nancy Knox Emiko Wang  Ref Harvey Pearlman Salvador Gonzales	2077 2077 2117 2259 2366 2534 2535 2041BI 2041BI 2041BI 2041BI 2041TC	Toilet seats, door repair Lighting repairs Administrative fees paid this month Trash Collection Through December Papeer towels, etc. Community Centerpay phone paid this month Community Center electric paid this month Misc. Bistro supplies purchased this month Glass linens Bistro wages paid this month Bistro pastries purchased this month Tai Chi Instruction for October TOTAL RECREATION EXP MENT EXPENSES, DIVISION CODE 9237 Maint. manager wages paid this month Extra Hire wages paid this month	B B B B B C C C C	54. 43. 22. 500. 121. 57. 109. 162. 10. 8. 193. 28. 108. \$2,467.

### MUIR BEACH CSD, BILLS TO BE PAID **RECEIVED 11/01/03 THROUGH 11/30/03**

WATE	R DIVISI	ON EXPENSES, DIVISION CODE 9238	
	1028	Maint, manager wages paid this month	Τ
	1073	Extra Hire wages paid this month	
	1506	Harvey's medical	$T^{-}$

	******	011 E/11 211020, D11101 <u>011</u> 00DE 0200		
Harvey Pearlman	1028	Maint, manager wages paid this month	C	1,367.16
Salvador Gonzales	1073	Extra Hire wages paid this month	С	67.29
PERS	1506	Harvey's medical	В	265.51
State Fund	1701	Worker's Compensation Insurance	C	349.80
Herb's Pool Service	2115	Chlorine supplies	В	47.19
Western Water Products	2115	Cartridge Filters	В	252.08
ABC Consultants, Inc.	2117	Clerical fees paid this month	В	800.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	950.00
Public Storage	2121	File storage November	В	59.00
USPO	2130	Postage	Р	118.40
Harvey Pearlman	2479	Travel allowance For October & November	В	200.00
Pacific Bell	2534	Upper tank phone relay paid this month	В	64.18
Cingular	2534	Harvey's cell phone	В	67.24
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	В	420.99
		TOTAL WATER EX	PENSES =	\$5,028.84

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

1506 | Shaffer medical

PERS	1506	Sharrer medical	<del>                                     </del>	290.59
		TOTAL CHECKS ISSUED FROM TRUS	FUNDS =	\$296.59
B = Paid thru Salomon depository		TOTAL WATER CAPITAL IMPROVMENT EX TOTAL GENERAL FUND EX		\$175.00 11,360.15
C = Paid thru County depositories		TOTAL CHECKS ISSUED FROM TRUST	·	296.59
P = Paid thru Petty Cash Funds		TOTAL OF ALL CHECKS		\$11,831.74
The above bills were approved for pa	ayment by the	e Muir Beach Community Services District Boa	rd of Directors	s on
the day of		2002.		
ħ	MUIR BEACH	I COMMUNITY SERVICES DISTRICT		

, President

Donovan Macfarlane, Secretary

3:58 PM 01/24/04 Accrual Basis

### Muir Beach Community Services District 2021-2003

### **Balance Sheet**

As of November 30, 2003

	Nov 30, 03
ASSETS	
Current Assets	
Checking/Savings	15.54
Fund 428, County General Fund Fund 429, County Investment Fun	15,744
Capital Improvements	224,693
Fire Station Reserve	14,637
General Investments	59,076
Total Fund 429, County Investment Fun	298,406
Petty Cash Fund	-166
Salomon Smith Barney	7.000
Community Center Deck Roof	7,880
Firesafe Marin	11,038
General Funds	33,796
Quilters grant receipts	5,000
Rental deposit trust	1,250
Shaffer CalPers Trust	294
Water Security Deposit Trust	6,568
West Marin Funds	6,349
Total Salomon Smith Barney	72,175
Total Checking/Savings	386,159
Accounts Receivable	
Receivables	16,682
Total Accounts Receivable	16,682
Total Current Assets	402,841
Fixed Assets A4048, Office Equipment	537
, .	
Total Fixed Assets	537
TOTAL ASSETS	403,378
LIABILITIES & EQUITY Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	2,000
W1506CPSh Shaffer CalPers Trust	184
W9025RD, Security deposits	6,668
Total Other Current Liabilities	8,852
Total Current Liabilities	8,852
Total Liabilities	8,852
Equity	
Retained Earnings	391,639
Net Income	2,887
Total Equity	394,526
TOTAL LIABILITIES & EQUITY	403,378

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

### **Accrual Basis**

November 2003

	Nov 03
Income Recreational Activities Inco Water Capital Improvements Water Operations Income	7,183.84 1,610.06 6,436.35
Total Income	15,230.25
Expense Administrative Expenses Fire Operational Expenses Recreational Expenses Roads & Easements Expens Water Capital Improve'ts Exp. Water Operating Expenses	1,920.66 942.27 2,467.22 1,001.16 175.00 5,028.84
Total Expense	11,535.15
Net Income	3,695.10

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

	Nov 03
Income Recreational Activities Income	50.00
R9255, CC Rental Income R9801, Donations received R9801 Deck Roof	6,980.00
Total R9801, Dorrations received	6,980.00
R9811, Rec. Programs Income. R9811Bl, Bistro Income	153.84
Total R9811, Rec. Programs Income.	153.84
Total Recreational Activities Income	7,183.84
Water Capital Improvements Inco H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	1,565.06 45.00
Total H9031, Water Surcharge income	1,610.06
Total Water Capital Improvements Inco	1,610.06
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service income - Other	3.91 141.65 6,290.79
Total W9025, Water Service Income	6,436.35
Total Water Operations income	6,436.35
Total income	15,230.25
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2130, Mailing & Shipping Exp. A2479, Travel Expenses A2534, Telephone/Communications A2713, Legal fees	48. <b>9</b> 9 600.00 26.80 141.45 333.42 770.00
Total Administrative Expenses	1,920.66
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	225.00 717.27
Total Fire Operational Expenses	942.27
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R1701, Work Comp Insurance R2041, Rec. Program Expenses R2041BI, Bistro Expenses R2041CD, Com. Dinner Expenses R2041TC, Tai Chi Experises	310.00 400.50 54.35 73.39 240.75 262.15 108.00
Total R2041, Rec. Program Expenses	610.90
R2077, Routine Repairs	66.40

3:58 PM 01/24/04 Accrual Basis

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

	Nov 03
R2117, Administrative Expenses	500.00
R2259, Refuse Removal	121.05
R2366, Building Supplies	57.9 <b>5</b>
R2534, Pay Telephone Expense	109.78
R2535, Energy Expenses	162.90
Total Recreational Expenses	2,467.22
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	120.00
E1073, Extra Hire Wages	175.00
E1404, FICA	22.57
E2077, Road & Easement Repairs	183.59
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	1,001.16
Water Capital Improve'ts Exp.	475.00
H2117, Administrative Fees	175.00
Total Water Capital Improve'ts Exp.	175.00
Water Operating Expenses	4.070.00
W1028, Maint. Mgr. Wages	1,270.00
W1073, Extra Hire Wages	62.50
W1404, FICA	101.9 <b>5</b>
W1506, Medical benefits W1506CPHvy	265.51
Total W1506, Medical benefits	<b>2</b> 65.51
W1701, Work. Comp.Insurance	<b>3</b> 49.80
W2115, Chemicals I Testing	299.27
W2117, Adminsitrative Fees	1,750.00
W2121, Miscellaneous Expenses	59.00
W2130, Postage & Shipping	118.40
W2479, Travel allowance	200.00
W2534, Telephone Relay Expense	131.42
W2535, Electrical Service	420.99
Total Water Operating Expenses	5,028.84
Total Expense	11,535.15
Net Income	3,695.10



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

	Jul - Nov 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	<i>-</i> 15,000	0%
Recreational Activities Income	21,028	11,500	9,528	183%
Water Capital Improvements Inco	10,686	78,140	-67,454	14%
Water Operations Income	31,796	73,440	-41,644	43%
Total Income	69,442	238,913	<b>-1</b> 69,471	29%
Expense				
Administrative Expenses	6,883	18,550	-11,667	37%
Fire Operational Expenses	7,056	14,233	-7,177	50%
Firesafe Marin Grant Expenses	1,722	6,400	-4,678	27%
Recreational Expenses	11,228	27,206	-15,978	41%
Roads & Easements Expenses	7,334	20,823	-13,489	35%
Water Capital Improve'ts Exp.	1,197	229,522	-228,325	1%
Water Operating Expenses	31,135	80,174	49,039	39%
Total Expense	66,556	396,908	-330,352	17%
Net Income	2,887	-157,995	160,882	-2%

### MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 12/01/03 THROUGH 12/31/03

VENDER NAME	USE CODE	DESCRIPTION PITAL IMPROVEMENT EXPENSES	FUND	AMOUNT
ADO Oceanitanto Inc	2117	Administrative fees paid this month	В	\$175.00
ABC Consultants, Inc.	2130	Postage for mailing Adap. Mgt. Plan	- <del>D</del>	13.29
USPO	2133	Paper, binders, for Adap. Mgt. Plan	<u> </u>	57.43
Office Max	2133	Copies of Adaptive Management Plan	P	39.14
Kiniko's		Tax Collection fee	Ċ	240.00
Marin County		TOTAL WATER CAPITAL IMPROVMENT EXP		
		ON EXPENSES, DIVISION CODE 9236		T James
Kinko's	2049	Board meetig packets	<u> P</u>	41.75
Kinko's	2049	Copies of C. T. M. P. letter	<u>P</u>	101.93
Bell's Market	2049	Cream for meetings	Р	2.85
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	600.00
Cal. Spec. Dist. Assoc.	2121	Annual membership	Р	285.00
USPO	2130	Postage	P	22.20
Mill Valley Services	2133	Copy Paper	<u>P</u>	4.06
Staples	2133	Clasp envelopes	P	20.45
Marin County	2352	Tax collection fees	С	350.50
ABC Consultants, Inc.	2479	Travel allowance paid for last month	В	147.24
SBC	2534	415-388-7804 & 7808 paid this month	B	91.66
Pacific Bell	2534	707-643-1143 paid this month	В	18.83
Cingular	2534	Cell phone paid this month  TOTAL G&A EXP	Р	114.03 \$1,800.50
ABC Consultants, Inc.	2117	N EXPENSES, DIVISION CODE 9240 Administrative fees paid this month	В	
ABC Consultants, Inc. SBC	2117 4827	Administrative fees paid this month Fire station phone paid this month TOTAL FIRE EXP	В	62.88
SBC	2117   4827   RECREATION	Administrative fees paid this month Fire station phone paid this month TOTAL FIRE EXP  EXPENSES, DIVISION CODE 9239	B ENSES =	62.88 \$287.88
SBC Harvey Pearlman	2117 4827 RECREATION 1028	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 ENSES =	62.88 \$287.88
SBC	2117 4827 RECREATION 1028 1073	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 ENSES =	62.88 \$287.88 322.95 74.01
SBC Harvey Pearlman	2117 4827 RECREATION 1028 1073 1077	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 ENSES =	62.88 \$287.88 322.95 74.01 310.04
SBC  Harvey Pearlman Salvador Gonzales	2117 4827 RECREATION 1028 1073 1077 1701	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  Worker's Compensation Insurance	B ENSES =	62.88 \$287.88 322.95 74.01 310.04 183.45
Harvey Pearlman Salvador Gonzales Juana Gonzales State Fund	2117 4827 RECREATION 1028 1073 1077	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 ENSES =	62.88 \$287.88 322.95 74.01 310.04 183.45 500.00
Harvey Pearlman Salvador Gonzales Juana Gonzales	2117 4827 RECREATION 1028 1073 1077 1701	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  Worker's Compensation Insurance	B ENSES =	62.88 \$287.88 322.95 74.01 310.04 183.45 500.00 96.46
Harvey Pearlman Salvador Gonzales Juana Gonzales State Fund ABC Consultants, Inc. Alish Schutz	2117 4827 RECREATION 1028 1073 1077 1701 2117	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 Worker's Compensation Insurance Administrative fees paid this month	B ENSES =	62.88 \$287.88 322.95 74.01 310.04 183.45 500.00 96.46 54.08
Harvey Pearlman Salvador Gonzales Juana Gonzales State Fund ABC Consultants, Inc. Alish Schutz SBC	2117 4827 RECREATION 1028 1073 1077 1701 2117 2366	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 Worker's Compensation Insurance Administrative fees paid this month Two 6' tables for com. center	B ENSES =	62.88 \$287.88 322.95 74.01 310.04 183.45 500.00 96.46 54.08
Harvey Pearlman Salvador Gonzales Juana Gonzales State Fund ABC Consultants, Inc. Alish Schutz SBC Pacific Gas & Electric	2117 4827 RECREATION 1028 1073 1077 1701 2117 2366 2534 2535	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 Worker's Compensation Insurance Administrative fees paid this month Two 6' tables for com. center Community Centerpay phone paid this month Community Center electric paid this month	B ENSES =	62.88 \$287.88 322.95 74.01 310.04 183.45 500.00 96.46 54.08
Harvey Pearlman Salvador Gonzales Juana Gonzales State Fund ABC Consultants, Inc. Alish Schutz SBC Pacific Gas & Electric Nancy Knox	2117 4827 RECREATION 1028 1073 1077 1701 2117 2366 2534 2535 2041BI	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 Worker's Compensation Insurance Administrative fees paid this month Two 6' tables for com. center Community Centerpay phone paid this month Community Center electric paid this month Bistro pastries purchased this month	B ENSES =	62.88 \$287.88 \$287.88 \$322.95 74.01 310.04 183.45 500.00 96.46 54.08 149.81
Harvey Pearlman Salvador Gonzales Juana Gonzales State Fund ABC Consultants, Inc. Alish Schutz SBC Pacific Gas & Electric Nancy Knox Lonna Richmond	2117 4827 RECREATION 1028 1073 1077 1701 2117 2366 2534 2535 2041BI 2041BI	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 Worker's Compensation Insurance Administrative fees paid this month Two 6' tables for com. center Community Centerpay phone paid this month Community Center electric paid this month Bistro pastries purchased this month Bistro wages paid this month	B ENSES =  C C C C B B B B P	62.88 \$ \$287.88 \$ \$287.88 \$ 322.95     74.01     310.04     183.45     500.00     96.46     54.08     149.81     40.00     193.78
Harvey Pearlman Salvador Gonzales Juana Gonzales State Fund ABC Consultants, Inc. Alish Schutz SBC Pacific Gas & Electric Nancy Knox Lonna Richmond Harvey Pearlman	2117 4827 RECREATION 1028 1073 1077 1701 2117 2366 2534 2535 2041BI 2041CD	Administrative fees paid this month Fire station phone paid this month  TOTAL FIRE EXP  NEXPENSES, DIVISION CODE 9239  Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Worker's Compensation Insurance Administrative fees paid this month Two 6' tables for com. center Community Centerpay phone paid this month Community Center electric paid this month Bistro pastries purchased this month Bistro wages paid this month Advance for New Year's party expenses	B ENSES =	62.88 \$ \$287.88 \$ \$287.88 \$ 322.95     74.01     310.04     183.45     500.00     96.46     54.08     149.81     40.00     193.78     500.00
Harvey Pearlman Salvador Gonzales Juana Gonzales State Fund ABC Consultants, Inc. Alish Schutz SBC Pacific Gas & Electric Nancy Knox Lonna Richmond Harvey Pearlman Emiko Wang	2117 4827 1028 1073 1077 1701 2117 2366 2534 2535 2041BI 2041CD 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  Worker's Compensation Insurance  Administrative fees paid this month  Two 6' tables for com. center  Community Centerpay phone paid this month  Community Center electric paid this month  Bistro pastries purchased this month  Bistro wages paid this month  Advance for New Year's party expenses  Tai Chi Instruction November & December  TOTAL RECREATION EXP	B ENSES =	62.88 \$ \$287.88 \$ \$287.88 \$ \$287.88 \$ \$287.88 \$ \$322.95 \$ 74.01 \$ 310.04 \$ 183.45 \$ 500.00 \$ 96.46 \$ 54.08 \$ 149.81 \$ 40.00 \$ 193.78 \$ 500.00 \$ 216.00
Harvey Pearlman Salvador Gonzales Juana Gonzales State Fund ABC Consultants, Inc. Alish Schutz SBC Pacific Gas & Electric Nancy Knox Lonna Richmond Harvey Pearlman Emiko Wang	2117 4827 RECREATION 1028 1073 1077 1701 2117 2366 2534 2535 2041BI 2041CD 2041TC	Administrative fees paid this month  Fire station phone paid this month  TOTAL FIRE EXP  NEXPENSES, DIVISION CODE 9239  Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Worker's Compensation Insurance Administrative fees paid this month Two 6' tables for com. center Community Centerpay phone paid this month Community Centerpay phone paid this month Bistro pastries purchased this month Bistro wages paid this month Advance for New Year's party expenses Tai Chi Instruction November & December  TOTAL RECREATION EXP	B ENSES =	62.88 \$ \$287.88  322.95 74.01 310.04 183.45 500.00 96.46 54.08 149.81 40.00 193.78 500.00 216.00 \$ \$2,640.58
Harvey Pearlman Salvador Gonzales Juana Gonzales State Fund ABC Consultants, Inc. Alish Schutz SBC Pacific Gas & Electric Nancy Knox Lonna Richmond Harvey Pearlman Emiko Wang	2117 4827 RECREATION 1028 1073 1077 1701 2117 2366 2534 2535 2041BI 2041BI 2041CD 2041TC	Administrative fees paid this month  Fire station phone paid this month  TOTAL FIRE EXP  NEXPENSES, DIVISION CODE 9239  Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Worker's Compensation Insurance Administrative fees paid this month Two 6' tables for com. center Community Centerpay phone paid this month Community Center electric paid this month Bistro pastries purchased this month Bistro wages paid this month Advance for New Year's party expenses Tai Chi Instruction November & December  TOTAL RECREATION EXP	B ENSES =	62.88 \$ \$287.88  322.95 74.01 310.04 183.45 500.00 96.46 54.08 149.81 40.00 193.78 500.00 216.00 \$ \$2,640.58
Harvey Pearlman Salvador Gonzales Juana Gonzales State Fund ABC Consultants, Inc. Alish Schutz SBC Pacific Gas & Electric Nancy Knox Lonna Richmond Harvey Pearlman Emiko Wang	2117 4827 RECREATION 1028 1073 1077 1701 2117 2366 2534 2535 2041BI 2041CD 2041TC DADS & EASEN 1028 1073	Administrative fees paid this month  Fire station phone paid this month  TOTAL FIRE EXP  NEXPENSES, DIVISION CODE 9239  Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Worker's Compensation Insurance Administrative fees paid this month Two 6' tables for com. center Community Centerpay phone paid this month Community Center electric paid this month Bistro pastries purchased this month Bistro wages paid this month Advance for New Year's party expenses Tai Chi Instruction November & December TOTAL RECREATION EXP  MENT EXPENSES, DIVISION CODE 9237  Maint. manager wages paid this month Extra Hire wages paid this month	B ENSES =  C C C C B B B C B B C C C C C C C C C	62.88 \$ \$287.88  322.95 74.01 310.04 183.45 500.00 96.46 54.08 149.81 40.00 193.78 500.00 216.00 \$ \$2,640.58
Harvey Pearlman Salvador Gonzales Juana Gonzales State Fund ABC Consultants, Inc. Alish Schutz SBC Pacific Gas & Electric Nancy Knox Lonna Richmond Harvey Pearlman Emiko Wang  RC Harvey Pearlman	2117 4827 RECREATION 1028 1073 1077 1701 2117 2366 2534 2535 2041BI 2041BI 2041CD 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 Worker's Compensation Insurance Administrative fees paid this month Two 6' tables for com. center Community Centerpay phone paid this month Community Centerpay phone paid this month Bistro pastries purchased this month Bistro wages paid this month Advance for New Year's party expenses Tai Chi Instruction November & December TOTAL RECREATION EXP  MENT EXPENSES, DIVISION CODE 9237  Maint. manager wages paid this month Extra Hire wages paid this month Layout of Secape Park Trail	B ENSES =  C C C C B B B B C B ENSES =  C C C B	62.88 \$287.88 \$322.95 74.01 310.04 183.45 500.00 96.46 54.08 149.81 40.00 193.78 500.00 216.00 \$2,640.58
Harvey Pearlman Salvador Gonzales Juana Gonzales State Fund ABC Consultants, Inc. Alish Schutz SBC Pacific Gas & Electric Nancy Knox Lonna Richmond Harvey Pearlman Emiko Wang  RC Harvey Pearlman Salvador Gonzales Tom Hesseldenz & Assoc.	2117 4827 RECREATION 1028 1073 1077 1701 2117 2366 2534 2535 2041BI 2041CD 2041TC DADS & EASEN 1028 1073	Administrative fees paid this month  Fire station phone paid this month  TOTAL FIRE EXP  NEXPENSES, DIVISION CODE 9239  Maint. manager wages paid this month Extra Hire wages paid this month Janitorial wages paid this month Worker's Compensation Insurance Administrative fees paid this month Two 6' tables for com. center Community Centerpay phone paid this month Community Center electric paid this month Bistro pastries purchased this month Bistro wages paid this month Advance for New Year's party expenses Tai Chi Instruction November & December TOTAL RECREATION EXP  MENT EXPENSES, DIVISION CODE 9237  Maint. manager wages paid this month Extra Hire wages paid this month	B ENSES =  C C C C B B B C B B C C C C C C C C C	62.88 \$287.88 \$322.95 74.01 310.04 183.45 500.00 96.46 54.08 149.81 40.00 193.78 500.00 216.00 \$2,640.58
Harvey Pearlman Salvador Gonzales Juana Gonzales State Fund ABC Consultants, Inc. Alish Schutz SBC Pacific Gas & Electric Nancy Knox Lonna Richmond Harvey Pearlman Emiko Wang  RC Harvey Pearlman Salvador Gonzales Tom Hesseldenz & Assoc. Martin Bros. Supply	2117 4827  RECREATION 1028 1073 1077 1701 2117 2366 2534 2535 2041BI 2041CD 2041TC  DADS & EASEN 1028 1073 2077	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 Worker's Compensation Insurance Administrative fees paid this month Two 6' tables for com. center Community Centerpay phone paid this month Community Centerpay phone paid this month Bistro pastries purchased this month Bistro wages paid this month Advance for New Year's party expenses Tai Chi Instruction November & December TOTAL RECREATION EXP  MENT EXPENSES, DIVISION CODE 9237  Maint. manager wages paid this month Extra Hire wages paid this month Layout of Secape Park Trail	B ENSES =  C C C C B B B B C B ENSES =  C C C B	62.88 \$287.88 \$322.95 74.01 310.04 183.45 500.00 96.46 54.08 149.81 40.00 193.78 500.00 216.00 \$2,640.58
Harvey Pearlman Salvador Gonzales Juana Gonzales State Fund ABC Consultants, Inc. Alish Schutz SBC Pacific Gas & Electric Nancy Knox Lonna Richmond Harvey Pearlman Emiko Wang  RC Harvey Pearlman Salvador Gonzales Tom Hesseldenz & Assoc.	2117 4827  RECREATION 1028 1073 1077 1701 2117 2366 2534 2535 2041BI 2041CD 2041TC  DADS & EASEN 1028 1073 2077	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 Worker's Compensation Insurance Administrative fees paid this month Two 6' tables for com. center Community Centerpay phone paid this month Community Center electric paid this month Bistro pastries purchased this month Bistro wages paid this month Advance for New Year's party expenses Tai Chi Instruction November & December TOTAL RECREATION EXP  MENT EXPENSES, DIVISION CODE 9237  Maint. manager wages paid this month Extra Hire wages paid this month Layout of Secape Park Trail Sand and gravel supplies	B ENSES =  C C C C C B B B B C B B C C C B B B B	322.95 74.01 310.04 183.45 500.00 96.46 54.08 149.81 40.00 193.78 500.00 216.00

### MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 12/01/03 THROUGH 12/31/03

Harvey Pearlman	1028	Maint, manager wages paid this month	С	925.80
P. E. R. S	1501	Harvey's medical insurance December & Janu	В	567.92
State Fund	1701	Worker's Compensation Insurance	С	854.38
Goodman's Bldg. Supply	2077	Misc. small fittings for repairs	В	53.75
Pace Supply Corp.	2077	Misc. repair supplies	B	73.99
Jackson's	2077	Misc. small repair items	В	22.25
Herb's Pool Supply	2115	Chlorine supplies	В	47.90
Dept. of Health	2115	Coliform Tests	В	120.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	800.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	В	950.00
Public Storae	2121	File Storage December & January	В	118.00
USPO	2130	Postage	Р	51.80
Office Depot	2133	Harvey's Water Log for 2004	Р	9.00
Julian Knox	2133	Valvel map copies	В	17.01
NEBS	2133	WaWater service envelopes	В	368.95
Harvey Pearlman	2479	Travel allowance paid this month	В	100.00
SBC	2534	Upper tank phone relay paid this month	В	32.09
Cingular	2534	Havey's cell phone	Р	32.58
Cingular	2534	Harvey's cell phone	В	34.99
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	В	477.70
		TOTAL WATER EXP	ENSES =	\$5,658.11

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

P. E. R. S.,	1506	Shaffer medical trust December & January	В	644.48
David Parnell	9255R	Refund rental security deposit	В	500.00
Greenbelt Alliance, Inc	9255R	Refund rental security deposit	В	250.00
· · · · · · · · · · · · · · · · · · ·		TOTAL CHECKS ISSUED FROM TRUST	FUNDS =	\$1,394,48

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$524.86
TOTAL GENERAL FUND EXPENSES = 12,879.39

TOTAL OF ALL CHECKS ISSUED =

TOTAL CHECKS ISSUED FROM TRUST FUNDS =

1,394.48 \$14,798.73

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

, President

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

the	day of	2002.
		MUID DEACH COMMUNITY SERVICES DISTRICT

Donovan Macfarlane, Secretary

### Muir Beach Community Services District 2021-2003

### **Balance Sheet**

As of December 31, 2003

	Dec 31, 03
ASSETS	
Current Assets	
Checking/Savings Fund 428, County General Fund	38,972
Fund 429, County Unvestment Fun	30,312
Capital Improvements	253,135
Fire Station Reserve	14,637
General Investments	59,076
Total Fund 429, County Investment Fun	326,849
Petty Cash Fund	-311
Salomon Smith Barney	
Community Center Deck Roof	8,580
Firesafe Marin	11,038
General Funds	34,404
Quilters grant receipts	5,000
Rental deposit trust	1,350
Shaffer CalPers Trust	-2
Water Security Deposit Trust	6,668
West Marin Funds	6,349
Total Salomon Smith Barney	73,386
Total Checking/Savings	438,895
Accounts Receivable	
Receivables	14,740
Total Accounts Receivable	14,740
Other Current Assets	
Undeposited Funds	-32
<b>Total Other Current Assets</b>	-32
Total Current Assets	453,604
Fixed Assets	
A4048, Office Equipment	537
Total Fixed Assets	537
TOTAL ASSETS	454,140
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	2,100
W1506CPSh Shaffer CalPers Trust	-460
W9025RD, Security deposits	6,668
Total Other Current Liabilities	8,308
Total Current Liabilities	8,308
Total Liabilities	8,308
Equity	
Retained Earnings	391,639
Net Income	54,194
Total Equity	445,833
TOTAL LIABILITIES & EQUITY	454,140

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

### **Accrual Basis**

December 2003

	Dec 03
Income	
Administrative Income	26,984.78
Recreational Activities Inco	2,326.13
Water Capital Improvements	30,042.96
Water Operations Income	_5,357.57
Total Income	64,711.44
Expense	
Administrative Expenses	1,800.50
Fire Operational Expenses	287.88
Recreational Expenses	2,640.58
Roads & Easements Expens	2,492.32
Water Capital Improve'ts Exp.	524.86
Water Operating Expenses	5,658.11
Total Expense	13,404.25
Net Income	51,307.19

7:03 PM 01/24/04 Accrual Basis

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

	Dec 03
Income	
Administrative Income A9001, General Tax Income	26,984.78
Total Administrative Income	26,984.78
Recreational Activities Income R9255, CC Rental Income R9801, Donations received R9801 Deck Roof	925.00 850.00
Total R9801, Donations received	850.00
R9811, Rec. Programs Income. R9811BI, Bistro Income R9811CP, Child's Prog. Income R9811TC, Tai Chi Income	167.15 136.48 247.50
Total R9811, Rec. Programs income.	551.1 <b>3</b>
Total Recreational Activities Income	2,326.13
Water Capital improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	28,682.50 1,315.46 45.00
Total H9031, Water Surcharge Income	1,360.46
Total Water Capital Improvements inco	30,042.96
Water Operations income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	4.69 91.61 5,261.27
Total W9025, Water Service Income	5,357.57
Total Water Operations Income	5,35 <b>7</b> .57
Total Income	64,711.44
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2121, Miscellaneous Expenses A2130, Mailing & Shipping Exp. A2133, Office Supplies A2137, Copier Maint. Expenses A2352, County Fees A2479, Travel Expenses A2534, Telephone/Communications	146.53 600.00 285.00 22.20 20.45 4.06 350.50 147.24 224.52
Total Administrative Expenses	1,800.50
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	225.00 62.88
Total Fire Operational Expenses	287.88
Recreational Expenses R1028, Maint. Mgr. Wages	300.00

7:03 PM 01/24/04 Accrual Basis

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

	Dec 03
R1073, Janitorial wages	356.75
R1404, FICA	50.25
R1701, Work Comp Insurance R2041, Rec. Program Expenses	183.45
R2041BI, Bistro Expenses	233.78
R2041CD, Com. Dinner Expenses	500.00
R2041TC, Tai Chi Expenses	216.00
Total R2041, Rec. Program Expenses	949. <b>7</b> 8
R2117, Administrative Expenses	500.00
R2366, Building Supplies	9 <b>6</b> .46
R2534, Pay Telephone Expense	54.08
R2535, Energy Expenses	149.81
Total Recreational Expenses	2,640.58
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	310.00
E1073, Extra Hire Wages	193.75
E1404, FICA	38.54
E2077, Road & Easement Repairs	1,450.03
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	2,492.32
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	175.00
H2133	109.86
H2352, County fees	240.00
Total Water Capital Improve'ts Exp.	<b>524.8</b> 6
Water Operating Expenses	860.00
W1028, Maint. Mgr. Wages W1073, Extra Hire Wages	000.00
W1404, F1CA	65.80
W1506, Medical benefits	567.92
W1506CPHvy	567.92
Total W1506, Medical benefits	567.92
W1701, Work. Comp.Insurance	854.38
W2077, Routine Repairs	149.99
W2115, Chemicals I Testing	167.90
W2117, Adminsitrative Fees	<b>1,7</b> 50.00
W2121, Miscellaneous Expenses	118.00
W2130, Postage & Shipping	51.80
W2133, Office Supplies	394.96
W2479, Travel allowance	100.00
W2534, Telephone Relay Expense	99.66
W2535, Electrical Service	477.70
Total Water Operating Expenses	5,658.11
Total Expense	13,404.25
Net Income	51,307.19

7:05 | W 01/24/04 Accrual Basis

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

	Jul - Dec 03	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income	26,985	46,600	-19,615	58%
Fire Operations Income	5,933	14,233	-8,300	42%
Firesafe Marin Grant Income	0	15,000	-15,000	0%
Recreational Activities Income	23,354	11,500	11,854	203%
Water Capital Improvements Inco	40,728	78,140	-37,412	52%
Water Operations Income	37,154	73,440	-36,286	51%
Total Income	134,154	238,913	-104,759	56%
Expense				
Administrative Expenses	8,684	18,550	-9,866	47%
Fire Operational Expenses	7,344	14,233	-6,889	52%
Firesafe Marin Grant Expenses	1,722	6,400	-4,678	27%
Recreational Expenses	13,869	27,206	-13,337	51%
Roads & Easements Expenses	9,826	20,823	-10,997	47%
Water Capital Improve'ts Exp.	1,722	229,522	-227,800	1%
Water Operating Expenses	36,793	80,174	-43,381	46%
Total Expense	79,960	396,908	-316,948	20%
Net Income	54,194	-157,995	212,189	

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

	Jul - Dec 03	Budget	\$ Over Budget	% of Budget	
income Administrative income A9001, General Tax income A9203, Non Tax income	26,984.78 0.00	46,200.00 400.00	-19,215.22 -400.00	58.4% 0.0%	57.9%
Total Administrative income	26,984.78	46,600.00	-19,615.22		57.9%
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%	41.7%
Total Fire Operations Income	5,933.00	14,233.00	-8,300.00		41.770
Firesafe Marin Grant Income F9811FM, Grant income	0.00	15,000.00	-15,000.00	0.0%	0.007
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 R9901 Deck Roof R9901, Quilters donation receip	<b>7</b> ,742.50 8,730.00 5,000.00	9,000,00	-1,257.50	86.0%	
Total R9901, Donations received	13,730.00				
R9811, Rec. Programs Income. R9811Bi, Bistro Income R9811CP, Child's Prog. income R9811TC, Tai Chi Income	979.82 136.48 765.00	1,300.00 200.00 1,000.00	-320.18 -63.52 -235.00	75.4% 68.2% 76.5%	
Total R9811, Rec. Programs Income.	1,881.30	2,500,00	-618.70	75.3%	
Total Recreational Activities Income	23,353.80	11,500.00	11,853.80		203.1%
Water Capital improvements inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Non District Surcharge H9031, Water Surcharge Income - Other	28,682.50 9,112.26 0.00 450.00	55,900.00 17,800.00 540.00 0.00	-27,217.50 -8,687.74 -540.00 450.00	51.2% 0.0% 100.0%	
Total H9031, Water Surcharge Income	9,562.26	18,340.00	-8,777.74	52.1%	
H9377, interest Earnings H9377С, Cap. imp. interest H9377G, Gen. inv. Interest	1,612.09 871.64	3,000.00	-1,387.91 -28.36	53.7% 96.8% 63.7%	
Total H9377, interest Earnings	2,483.73	3,900.00	-1,416.27	03.7%	
Total Water Capital Improvements Inco	40,728.49	78,140.00	-37,411.51		52.1%
Water Operations income W9025, Water Service income W9025Int., Overdue biil Interst W9025LP, Late pay penalty W9025, Water Service income - Other	20.15 630.66 36,502.98	40.00 900.00	-19.85 -269.34	50.4% 70.1%	
Total W9025, Water Service Income	37,15 <b>3.7</b> 9	940.00	36,213.79	3,952.5%	
W9772, Miscellaneous income	0,00	72,500.00	-72,500.00	<u>0.0%</u>	
Total Water Operations income	37,153.79	73,440.00	-36,286.21		50.6%

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

	Jui - Dec 03	Budget	\$ Over Budget	% of Budget	
Total Income	134,153.86	238,913,00	-104,759.14		56.2%
Expense					
Administrative Expenses					
A2049, Conf., Mtgs. & Dues	379,39	750.00	-370.61	50.6%	
A2059, P & L Insurance	895.00	895.00	0.00	100. <b>0</b> %	
A2117, Consulting Admin. Fees	3,600.00	7,500.00	-3,900.00	48.0%	
A2118, independent Audit	0.00	1,200.00	-1,200.00	0.0%	
A2121, Miscellaneous Expenses	285.00	350.00	-65.00	81.4%	
A2129, Gen. Election expenses	0.00	455.00	-455.00	0.0%	
A2130, Mailing & Shipping Exp.	76.89	100.00	-23.11	76.9%	
A2133, Office Supplies	95.28	650.00	-554,72	14.7%	
A2137, Copier Maint. Expenses	73.82	0.00	73.82	100.0%	
A2352, County Fees	517.50	1,200,00	-682.50	43.1%	
A2479, Travel Expenses	857,94	2,100.00	-1,242.06	40.9%	
A2534, Telephone/Communications	1,077.95	2,850.00	-1,772.05	37.8%	
A2713, Legai fees	825.00	500.00	325.00	165.0%	
Total Administrative Expenses	8,683.77	18,550.00	-9,866.23	<del></del>	46.8%
Fire Operational Expenses					
F2059, P & L Insurance	3,233.00	3,233.00	0.00	100.0%	
F2035, F & E Institute F2117, Administrative Fees	1,350,00	2,700.00	-1.350.00	50.0%	
F4048. Fire Station improvement	0.00	0.00	0.00	0.0%	
F4827, W. Marin Fund Expenses	2,761.27	8,300.00	-5,538.73	33.3%	
Total Fire Operational Expenses	7,344.27	14,233.00	-6,888.73		51.6%
Firesafe Marin Grant Expenses					
F2077-Chipper grant program					
F1073 chipper payroll	1,722.40	5,000.00	-3,277.60	34.4%	
F1404 FICA	0.00	400.00	-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	-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	1,530.00	500.00	1,030.00	306.0%	
R1073, Janitorial wages	2,722.00	4,600.00	-1,878.00	59.2%	
R1404, FICA	380.43	352.00	28.43	108.1%	
R1701, Work Comp Insurance	637.13	<b>1,000</b> .00	-362.87	63.7%	
R2041, Rec. Program Expenses					
R2041Bl, Bistro Expenses	1,438.42	2,800.00	-1.361.58	51.4%	
R2041CD, Cem. Dinner Expenses	762.1 <b>5</b>	0.00	762,15	100.0%	
R2041CP, Child's Program Exp.	0,00	200.00	-200,00	0.0%	
R2041TC, Tal Chi Expenses	702.00	900.00	-198.00	78.0%	
Totai R2041, Rec. Program Expenses	2,902.57	3,900.00	-997.43	74.4%	
R2059, P & L insurance	903.12	974.00	-70.88	92.7%	
R2077, Routine Repairs	82.98	1,000.00	-917.02	8.3%	
R2097, CC Ground Maintenance	0.00	1,000.00	-1,000.00	0.0%	
R2117, Administrative Expenses	3,000.00	6,200.00	-3,200.00	48.4%	
R2121, Miscellaneous Expenses	0.00	- 100.00	-100.00	0.0%	
R2259, Refuse Removal	242.10	480.00	-237.90	50.4%	
R2366, Building Supplies	355.94	200.00	155.94	178.0%	
R2534, Pay Telephone Expense	217.78	700.00	-482.22	31.1%	

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

	Jui - Dec 03	Budget	\$ Over Budget	% of Budget
R2535, Energy Expenses R2535E, Electrical Expenses R2535G, Butane Gas Expenses R2535, Energy Expenses - Other	0,00 164.29 730.56	900.00	-900.00 -135.71	0.0% 54.8%
Total R2535, Energy Expenses	894.85	1,200.00	-305.15	74.6%
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	13,868.90	27,206.00	-13,337.10	51.0%
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	1,660.00 918.75 197.29 0.00 423.00 2,401.84 3,000.00	1,500.00 2,000.00 300.00 400.00 423.00 10,000.00 6,200.00	160.00 -1,081.25 -102.71 -400.00 0.00 -7,598.16 -3,200.00	110.7% 45.9% 65.8% 0.0% 100.0% 24.0% 48.4%
Total E4000 Capital improvements		20 202 00	-10,997.12	47.2%
Totai Roads & Easements Expenses	9,825.88	20,823.00	-10,997.12	41.270
Water Capital Improve'ts Exp. H2059, P & L Insurance H2117, Administrative Fees H2133 H2352, County fees H2713, Project Improvements H2713CP, System improvements	322.00 1,050.00 109.86 240.00	322.00 3,500.00 700.00 200,000.00	0.00 -2.450.00 -460.00 -200,000.00	100.0% 30.0% 34.3%
Total H2713, Project Improvements	0.00	200,000.00	-200,000.00	0.0%
H4169UT, Priority Improvements H4169NW, New Weli H4169VR, Vaive Replacement	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.	1,721.86	229,522.00	-227,800.14	0.8%
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPHvy W1506, Medical benefits - Other	8,428.96 243.75 679.35 1,613.51 0.00	18,000.00 2,000.00 1,600.00 3,000.00	-9.571.04 -1.756.25 -920.65 -1,386.49 0.00	46.8% 12.2% 42.5% 53.8% 0.0%
Total W1506, Medical benefits	1,613.51	3,000.00	-1.386.49	53.8%
W1701, Work. Comp.insurance W2049, Conferences & Training W2058, Annuai Permit Fee W2059, P & L Insurance	3,943.42 400.00 1,889.00 1,535.00	2,000.00 300.00 1,889.00 1,535.00	1,943.42 100.00 0.00 0.00	197,2% 133,3% 100.0% 100.0%

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

	Jul - Dec 03	Budget	\$ Over Budget	% of Budget
W2077, Routine Repairs W2115, Chemicals i Testing	435.50 763.01	5,000.00 3,000.00	-4,564.50 -2,236.99	8.7% 25.4%
W2117, Adminsitrative Fees W2117A. Administrative Fees W2117C. Cierical Fees W2117, Administrative Fees - Other	0.00 0.00 10,500.00	10,800.00 10,800.00	-10,800.00 -10,800.00	0.0% 0.0%
Total W2117, Adminsitrative Fees	10,500.00	21,600.00	-11,100.00	48.6%
W2121, Miscellaneous Expenses W2130, Postage & Shipping W2133, Office Supplies W2325, Contract Services W2479, Travel allowance W2534, Telephone Relay Expense W2535, Electrical Service	895.75 487.90 732.61 0.00 800.00 462.66 2,982.57	500.00 800.00 750.00 10,000.00 1,200.00 500.00 6,500.00	395.75 -312.10 -17.39 -10,000.00 -400.00 -37.34 -3,517.43	179.2% 61.0% 97.7% 0.0% 66.7% 92.5% 45.9%
Total Water Operating Expenses	36,792.99	80,174.00	-43,381.01	45.9%
Total Expense	79,960.07	396,908.00	-316,947.93	20.1%
Net income	54,193.79	-157,995.00	212,188.79	-34.3%

#### OFFICIAL MINUTES OF THE

### MUIR BEACH COMMUNITY SERVICES DISTRICT

#### BOARD OF DIRECTORS REGULAR MEETING

### **HELD ON WEDNESDAY, DECEMBER 10, 2003**

Directors present: President Ostroff; Directors: Hills, Rudnick, and Shaffer. Director Kamradt had called to say that she would be late in arriving.

- I. Call to order: President Ostroff called the meeting to order at 7:43 pm and announced that the Board will retain Sherry Mullin to serve as the District Secretary to take minutes of the Board meetings, beginning with the January meeting.
- II. Review and consideration of the December 10, 2003 Agenda. There was a brief discussion of the Agenda, and as Director Kamradt was not yet present it was suggested that Item VI of the Agenda be delayed until she arrives. With this change, Director Shaffer *moved* to approve the Agenda as submitted; seconded by Director Hills, ayes all, except Director Kamradt who was not present.
- III. National Park Service: The park ranger announced that N. P. S. will hold its winter solstice on December 21, 2003 and an Earth Day on January 23, 2004. Also, there will be an open meeting for the Big Lagoon project on January 8, 2004. Residents are encouraged to attend. This was followed by a lengthy general discussion by members of the audience, representatives from the N. P. S. and Marin County, and the Directors concerning the proposed Comprehensive Transportation Management Plan.
- IV. Bills to be paid: There was a brief discussion of the Bills to be Paid Report, with the G. M. explaining that the increased wages in recreation were the result of November having three

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B.

paydays during the month, Director Shaffer then moved to approve the report as submitted including a total of \$15,738.24 in general fund expenditures and \$497 in water capital improvement expenditures, and \$296.59 in checks issued from the trust funds, for a total of \$16,531.83 in warrants issued, seconded by Director Rudnick; ayes all except Director Kamradt who was not present.

- V. Fire Department, emergency disaster committee: Chief Sward was not able to attend the meeting due to a schedule conflict.
- VI. Letter to Supervisor Kinsey: Director Kamradt arrived at 8:45 pm and gave an overview of the draft letter to Supervisor Kinsey, referencing the District's extensive concerns for potential negative impacts to the District's operations resulting from recommendations contained in the Comprehensive Transportation Management Plan. This was followed by a lengthy and at times acrimonious discussion involving the Directors, N. P. S. and County representatives and members of the audience. Following the discussion, the Board's consensus was that the draft letter to Supervisor Kinsey was appropriate and authorized Directors Hill and Kamradt to finalize the letter for the Director's signatures, with minor wording modifications.
- General Manager's Report: There was brief discussion of the fiscal report, followed by the VII. following:
  - **Administration:** Due to the late time, this was discussion deferred to the next meeting. Α.
    - Roads and easements: There was a brief discussion concerning the request by resident Peter Wood to remove several trees along the east side of the community center property. The Board requested the G. M. to map the trees for their review and place the request on the next meeting agenda. Also, the Board decided to have the Garden Club assist in selecting replacement tress, in the event they approve the removal of the Monterey Pines.

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### BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE

### MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, FEBRUARY 25, 2004 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE TO 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, FEBRUARY 25, 2004. 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. 7:15
- II. Review and consideration of the February 25, 2004 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 January 1 through January 31, 2004.
- V. Fire Department, Emergency Disaster Committee: Chief Sward will offer a report on the Department's activities since the last Board meeting.
- 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. No proposals have been received for the District's audit as of this date. However, I have mailed four new requests for proposals to firms that may have interest. I have also contacted, by phone, two firms that were suggested to me. One of these firms indicated that they are gradually closing their auditing department. The second firm said they were not taking on new clients for audits.
    - 2. Letter to the Sausalito Postmaster: The outgoing mailbox opposite the Pelican Inn has deteriorated to a degree that it is no longer considered as safe for use by residents. I have drafted a letter to the Sausalito Postmaster requesting that this deposit box be replaced with a new box. Normally, I would have written this letter as a function of the G. M.'s duties. However, I concur with Director Shaffer's request that it come from the Board, as it will carry more weight if it is initiated and signed by the District's elected officials.
    - 3. The District mail boxes: The mailbox at the community center entrance has deteriorated to a non useful condition and needs to be replaced. Also, the box opposite the Pelican Inn, while in reasonable condition, is deficient in protecting the mail from inclement weather and overall security for the volume of mail received. I suggest replacing the box opposite the Pelican Inn with a more modern lockbox that also provides for outgoing mail, and using the removed box to replace the community center box. My online research of numerous firms indicates that the lowest price for the suggested replacement box is \$125 plus tax. However, I suggest approval of an expense not to exceed \$200 as prices are always subject to change.

- **B.** Roads and Easements: The following items need Board consideration:
  - 1. Following the Board's request, Director Rudnick meet with an arborist (Moritz Arboricultural Consulting) to inspect the trees on the community center property that Mr. Wood has requested permission to either prune or remove. A copy of the arborist's report is included as a part of the Board Packet. However, to summarize, the arborist recommends the removal of the subject trees and replacement with suitable trees for this area.
  - 2. In addition to Mr. Woods request, we have received a request from resident Scott Bender, to prune two additional Monterey pines, located near the community center entry walk. I e-mailed a response indicating that this would require Board approval, following the recommendation of an arborist. Further, that in the event the arborist recommended removal of the trees, the Board has indicated that the trees removed must be replaced with suitable sized (15') trees as recommended by the Muir Beach Garden Club.
  - 3. View preservation is becoming a more frequent issue, and it is interesting to note that Marin County is considering the adoption of a special policy for the Strawberry Community of Unincorporated Mill Valley, quoted as follows:

"Continued hearing to consider recommending to the Board of Supervisors the adoption of an ordinance that would establish a process to preserve and restore views or sunlight which may have been unreasonably obstructed by tree growth. In general, this process would establish the right of persons to preserve and seek restoration of private views or sunlight that existed since they purchased the property, prohibit the unreasonable obstruction of such views or sunlight, establish criteria for determining unreasonable obstruction or views or sunlight, describe possible restorative actions and guidelines concerning such action, and establish a tiered process for resolution of obstruction disputes. The dispute resolution process may include initial reconciliation, mediation, tree claim preservation, binding arbitration, and litigation. The draft ordinance would apply only to the unincorporated Strawberry Community generally bounded by Highway 101 to the west, Corte Madera Town limits to the north, the Town of Tiburon limits to the east and Richardson Bay to the south." This item is on the Agenda for the Marin County Planning Commission meeting scheduled on February 23, 2004. the listed time is 1:00 P.M. for this item.

If the Board is interested, I will request a copy of this ordinance if it is formally adopted. As the County ordinance will have direct effect over private property, following review of the ordinance (if adopted) the Board may find it prudent to suggest to the Muir Beach residents that a similar ordinance be adopted for the Muir Beach Community The District has no authority, in this regard, to the conditions existing on private property, unless it is related to a specific District authority such as fire prevention, preservation of the roads and easements, etc.

During the interim, I suggest the Board formerly adopt what seems to be the current policy as applicable to District property:

- a. No tree, shrub or other vegetation on District property shall be pruned, removed or otherwise changed from its natural and existing condition without District permission.
- b. If a resident desires to have existing plant life, on District property, modified by pruning, cutting, removal, etc. the resident must submit a formal request to the Board to have the request considered during the next available regular meeting of the Board. to be considered, the request must be submitted in writing and include the following:

- (1) A general sketch or map illustrating the location and description of specific plant life to be considered by the Board.
- (2) All trees, shrubs, etc. should be clearly marked by flagging (such as yellow plastic ribbon flagging), no less than seven days prior to the scheduled meeting date.
- (3) If there is some doubt as to the location of the plant life being on District property, the requesting party must furnish the Board with a map of survey prepared by a registered engineer or land surveyor, designating the location of the Districts property and the subject plant life.
- (4) A report, prepared by a licensed arborist, indicating the suitability of the requested action with respect to the health and structural condition of the subject plant life.
- c. Should the Board approve the resident's request, the following minimum conditions shall be applicable:
  - (1) All work required to complete the resident's request will be performed by properly qualified, licensed and insured individual or company, and provide the District with a copy of insurance that specifically indemnifies the District from any possible damages that may result from the subject action.
  - (2) The resident shall provide the District with a binding indemnification agreement insuring the District that any damages resulting from the action, within a three (3) year period following the action, including but not limited to:
    - (a) The replacement of plant life that dies as a result of the action or deteriorates to an unstable condition of the action. The replacement plant life will be of a size and species recommended by the Muir Beach Garden Club, such as suitable trees approximately 15 feet in height, or suitable native shrubs of a similar height.
      - The mitigation of land movement, such as erosion, slide, etc. in accord with approved mitigation methodology.
- 4. Community Center entrance stairs: The stone materials for these stairs have been ordered and are expected for delivery within sixty (60) days. Also, a formal request for the documents required to secure the grant from Marin County has been submitted to Supervisor Kinsey's office, in response to my telephone conversation with his administrative assistant Liza Cross.
- 5. Pedestrian paths: Now that we have more than one employee available, work is proceeding on the improvement and stabilization of the steeper pedestrian paths.

#### C. WATER OPERATIONS:

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

(b)

2. Gross water billing for the 12/16/03 through 01/16/04 billing period totaled \$6,193.195 including 6112.80 in water service charges, \$76.87 in late payment penalties, and \$3.52 in interest charges The monthly consumption surcharge for this period totaled \$1,573.32

<u>The table below tabulates the water production for the period December</u>	16, 2003 to January 16, 2003.
Total volume of water measured through the master meter =	995,140 gallons
Average daily pumping rate	32,101 gallons
Highest pumping day was on 1/04/04 and volume pumped =	50,670 gallons
Lowest pumping day was on 12/19/03 and volume pumped =	18,648 gallons
Total volume billed through service meters =	767,067 gallons
Gross unaccounted for water loss =	228,073 gallons
Estimated un-metered maintenance use	15,000 gallons
Estimated leak repair losses	0 gallons
Net unaccounted for water loss 21.41%) <sup>1</sup>	213,073 gallons
Average daily customer consumption per meter =	91 gallons
Average service billing =	\$4\0.05

<sup>&</sup>lt;sup>1</sup> The high percentage of unaccounted for water loss is the result of two substantial system water leaks. Due to the inclement weather and soil moisture, locating the leaks was somewhat of a problem. However, both leaks have been repaired and the system should return to normal by the next meter reading.

- D. Technical Advisory Committee: the next scheduled meeting is not until April 6, 2004. Dick Butler (N. M. F.'s) has forwarded the suggested wording to be added to the adaptive management plan concerning inadvertent fish take, and I am waiting for the various word changes from the remaining T. A. C. members.
- E. Capital Improvements: I have talked with Jack Matthews and Stanley Arciairic, of T-Graphic, Inc. regarding their reactor system for water treatment and should have informative literature available for the meeting. They have indicated that their treatment method involves reduced chemical content in the water combined with lower costs than our current methods, while improving the removal of precipitates.
- F. Recreation: There are several items for the community center that need Board consideration
  - 1. The piano, donated by Pam Barlow, is now in the community center. As I have a tin ear and am not qualified to determine if it needs tuning, I suggest one of the musically inclined Board members determine this factor.
  - 2. Lighting for the Community Center entrance path. This work has been slightly delayed due to the extended inclement weather. The light stanchions have been ordered and completion of the project should be within thirty (30) days.

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 January 28, 2004.
- IX. Next meeting date: March 24 is the fourth Wednesday, and there is a fifth Wednesday on March 31, 2004.

ADJOURNMENT OR CONTINUATION

### 

					Water	Water	
_	Admin	Fire	Rec	Roads	Cap Impr	Other	TOTAL
BROWNING, BRYCE, 'Mtr. 1008'	0.00	0.00	45.41	0.00	0.00	0.00	45.41
ABC Consultants, Inc.	738.69	225.00	500.00	500.00	175.00	1,750.00	3,888.69
America Online	61.47	0.00	0.00	0.00	0.00	0.00	61.47
Bell Market	9.33	0.00	2.25	0.00	0.00	0.00	11.58
Costco	0.00	0.00	57.87	0.00	0.00	35.00	92.87
Dept. of Health and Human Services	0.00	0.00	0.00	0.00	0.00	30.00	30.00
Goodman Building Supply	0.00	0.00	70.74	23.50	0.00	209.79	304.03
Herb's Pool Service	0.00	0.00	0.00	0.00	0.00	47.19	47.19
Home Depot	<b>1</b> 6.01	0.00	0.00	0.00	0.00	0.00	16.01
Kinko's	71.42	0.00	10.37	0.00	0.00	8.86	90.65
Knox, Nancy	0.00	0.00	20.00	0.00	0.00	0.00	20.00
Martin Bros. Supply	0.00	0.00	0.00	7.51	0.00	0.00	7.51
Mollie Stones	0.00	0.00	6.00	0.00	0.00	0.00	6.00
PG&E	0.00	0.00	261.09	0.00	0.00	1,012.04	1,273.13
Public Storage	0.00	0.00	0.00	0.00	0.00	59.00	59.00
SBC	111.22	62.75	54.08	0.00	0.00	32.09	260.14
USPO	0.00	0.00	0.00	0.00	0.00	74.82	74.82
Valley Security & Tool	0.00	0.00	0.00	0.00	0.00	10.00	10.00
Wang, Emiko Y.	0.00	0.00	126.00	0.00	0.00	0.00	126.00
Waste Management	0.00	0.00	121.05	0.00	0.00	0.00	121.05
Whole Foods	0.00	0.00	3.78	0.00	0.00	0.00	3.78
Harvey Pearlman	0.00	0.00	430.59	299.27	0.00	1,174.35	1,904.21
Juana Gonzales	0.00	0.00	232.52	0.00	0.00	0.00	232.52
Lonna Richmond	0.00	0.00	145.33	0.00	0.00	0.00	145.33
Salvador Gonzales	0.00	0.00	148.02	40.37	0.00	13.46	201.85
Grahm Groneman	0.00	655.72	0.00	0.00	0.00	0.00	655.72
P. E. R. S.	0.00	0.00	0.00	0.00	0.00	309.75	309.75
State Board of Equalization	0.00	0.00	0.00	0.00	0.00	100.00	100.00
TOTAL =	1,008.14	943.47	2,235.10	870.65	175.00	4,866.35	10,098.71
Total paid out of the Water Capital Imp	provements Fu	ınd	175.00				
Total paid out of the General Fund			9,923.71				

Total paid out of the Water Capital Improvements Fund 175.00
Total paid out of the General Fund 9,923.71

Total paid out of the Shaffer Medical Trust Fund 350.86
Total checks issued 10,449.57

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the \_\_\_\_\_\_ day of \_\_\_\_\_\_, 2004.

### Muir Beach Community Services District Balance Sheet

### Accrual Basis

As of January 31, 2004

	Jan 31, 04
ASSETS	
Current Assets	
Checking/Savings Fund 428, County General Fund Fund 429, County Investment Fun	37,275
Capital Improvements	259,509
Fire Station Reserve	14,637
General Investments	53,898
Total Fund 429, County Investment Fun	328,044
Petty Cash Fund Smith Barney Citigroup	-80
Community Center Deck Roof	8,730
Firesafe Marin	11,038
General Funds	34,097
Quilters grant receipts	5,000
Rental deposit trust	1,950
Shaffer CalPers Trust	-162
Water Security Deposit Trust West Marin Funds	6,500
west marin runus	6,349
Total Smith Barney Citigroup	73,502
Total Checking/Savings	438,741
Accounts Receivable Receivables	15,749
Total Accounts Receivable	15,749
Other Current Assets Undeposited Funds	-32
Total Other Current Assets	-32
Total Current Assets	454,458
Fixed Assets	
A4048, Office Equipment	537
Total Fixed Assets	537
TOTAL ASSETS	454,995
LIABILITIES & EQUITY Liabilities	
Current Liabilities	
Accounts Payable	
Payables	1,335
Total Accounts Payable	1,335
Other Current Liabilities	
R9255R, Refundable deposits	2,950
W1506CPSh Shaffer CalPers Trust W9025RD, Security deposits	-162
· ·	6,700
Total Other Current Liabilities	9,488
Total Current Liabilities	10,823
Total Liabilities	10,823

### Muir Beach Community Services District Balance Sheet

Accrual Basis

As of January 31, 2004

	Jan 31, 04
Equity Retained Earnings Net Income	391,324 52,848
Total Equity	444,172
TOTAL LIABILITIES & EQUITY	454,995

### Muir Beach Community Services District Statement of Revenues and Expenditures-Summary January 2004

### Accrual Basis

	Jan 04
Income Administrative Income Recreational Activities Income Water Capital Improvements Water Operations Income	686.91 1,039.13 2,768.97 6,193.19
Total Income	10688.20
Expense Administrative Expenses Fire Operational Expenses Recreational Expenses Roads & Easements Expenses Uncategorized Expenses Water Capital Improve'ts Exp. Water Operating Expenses	1,279.20 1,299.93 2,508.24 870.65 232.22 175.00 5,068.63
Total Expense	11433.87
Net Income	-745.67

## Muir Beach Community Services District Statement of Revenues and Expenditures- Detailed January 2004

### Accrual Basis

	Jan 04
Income	
Administrative Income A9001, General Tax Income	686.91
Total Administrative Income	686.91
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811CD, Com. Din. Income R9811TC, Tai Chi Income	320.00 161.63 400.00 157.50
Total R9811, Rec. Programs Income.	719.13
Total Recreational Activities Income	1,039.13
Water Capital Improvements Inco H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	1,528.32 45.00
Total H9031, Water Surcharge Income	1,573.32
H9377, Interest Earnings H9377G, Gen. Inv. Interest	1,195.65
Total H9377, Interest Earnings	1,195.65
Total Water Capital Improvements Inco	2,768.97
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst	3.52
W9025LP, Late pay penalty W9025, Water Service Income - Other	76.87 . 6,112.80
W9025LP, Late pay penalty	76.87
W9025LP, Late pay penalty W9025, Water Service Income - Other	76.87 6,112.80
W9025LP, Late pay penalty W9025, Water Service Income - Other Total W9025, Water Service Income	76.87 6,112.80 6,193.19
W9025LP, Late pay penalty W9025, Water Service Income - Other Total W9025, Water Service Income  Total Water Operations Income	76.87 6,112.80 6,193.19 6,193.19
W9025LP, Late pay penalty W9025, Water Service Income - Other Total W9025, Water Service Income  Total Water Operations Income  Total Income  Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2133, Office Supplies A2479, Travel Expenses A2534, Telephone/Communications	76.87 6,112.80 6,193.19 6,193.19 10,688.20 80.75 660.00 16.01 138.69 356.25
W9025LP, Late pay penalty W9025, Water Service Income - Other Total W9025, Water Service Income  Total Water Operations Income  Total Income  Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2133, Office Supplies A2479, Travel Expenses A2534, Telephone/Communications A2713, Legal fees	76.87 6,112.80 6,193.19 10,688.20 80.75 660.00 16.01 138.69 356.25 27.50
W9025LP, Late pay penalty W9025, Water Service Income - Other Total W9025, Water Service Income  Total Water Operations Income  Total Income  Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2133, Office Supplies A2479, Travel Expenses A2534, Telephone/Communications A2713, Legal fees  Total Administrative Expenses Fire Operational Expenses F2117, Administrative Fees	76.87 6,112.80 6,193.19 10,688.20 80.75 660.00 16.01 138.69 356.25 27.50 1,279.20
W9025LP, Late pay penalty W9025, Water Service Income - Other Total W9025, Water Service Income  Total Water Operations Income  Total Income  Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2133, Office Supplies A2479, Travel Expenses A2534, Telephone/Communications A2713, Legal fees  Total Administrative Expenses Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	76.87 6,112.80 6,193.19 10,688.20 80.75 660.00 16.01 138.69 356.25 27.50 1,279.20 225.00 1,074.93
W9025LP, Late pay penalty W9025, Water Service Income - Other Total W9025, Water Service Income  Total Water Operations Income  Total Income  Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2133, Office Supplies A2479, Travel Expenses A2534, Telephone/Communications A2713, Legal fees  Total Administrative Expenses Fire Operational Expenses F2117, Administrative Fees F4827, 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 R2041BI, Bistro Expenses	76.87 .6,112.80 .6,193.19 .6,193.19 .10,688.20 .80.75 .660.00 .16.01 .138.69 .356.25 .27.50 .1,279.20 .225.00 .1,074.93 .1,299.93 .400.00 .353.50 .57.63 .177.36

	Jan 04
R2077, Routine Repairs R2117, Administrative Expenses R2133, Office Supplies & Stamps R2259, Refuse Removal R2366, Building Supplies R2534, Pay Telephone Expense	70.74 500.00 10.37 121.05 57.87 154.04
R2535, Energy Expenses R2535G, Butane Gas Expenses R2535, Energy Expenses - Other	218.59 261.09
Total R2535, Energy Expenses	479.68
Total Recreational Expenses	2,508.24
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E2077, Road & Easement Repairs E2117, Administrative Fees	278.00 37.50 24.14 31.01 500.00
Total Roads & Easements Expenses	870.65
Uncategorized Expenses Water Capital Improve'ts Exp. H2117, Administrative Fees	232.22 175.00
Total Water Capital Improve'ts Exp.	175.00
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPHvy	998.00 12.50 77.31 309.75
Total W1506, Medical benefits	309.75
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	300.19 77.19 1,840.00 194.00 74.82 8.86 100.00 63.97 1,012.04
Total Water Operating Expenses	5,068.63
Total Expense	11,433.87
Net Income	-745.67

# Muir Beach Community Services District Revenues and Expenditures Budget vs. Actual Summary July 2003 through January 2004

	Jul '03 - Jan 04	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income	27,672	46,600	-18,928	59%
Fire Operations Income	5,933	14,233	-8,300	42%
Firesafe Marin Grant Income	0	15,000	-15,000	0%
Recreational Activities Income	23,793	11,500	12,293	207%
Water Capital Improvements Inco	43,497	78,140	-34,643	56%
Water Operations Income	43,347	73,440	-30,093	59%
Total Income	144,242	238,913	-94,671	60%
Expense				
Administrative Expenses	9,963	18,550	-8,587	54%
Fire Operational Expenses	8,644	14,233	-5,589	61%
Firesafe Marin Grant Expenses	1,722	6,400	-4,678	27%
Recreational Expenses	16,377	27,206	-10,829	60%
Roads & Easements Expenses	10,697	20,823	<b>-1</b> 0,126	51%
Uncategorized Expenses	232			
Water Capital Improve ts Exp.	1,897	229,522	-227,625	1%
Water Operating Expenses	41,862	80,174	-38,312	52%
Total Expense	91,394	396,908	-305,514	23%
Net Income	52,848	-157,995	210,843	-33%

## Muir Beach Community Services District Revenues and Expenditures Budget vs. Actual Detailed

July 2003 through January 2004

	Jul '03 - Jan 04	Budget	\$ Over Budget	% of Budget
Income			· <del></del>	······· ·
Administrative Income A9001, General Tax Income A9203, Non Tax Income	27,671.69 0.00	46,200.00 400.00	-18,528.31 -400.00	59.9% 0.0%
Total Administrative Income	27,671.69	46,600.00	-18,928.31	59.4%
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, Quilters donation receip	7,462.50 8,730.00 5,000.00	9,000.00	-1,537.50	82.9%
Total R0801, Donations received	13,730.00			
R9811, Rec. Programs Income. R9811BI, Bistro Income R9811CD, Com. Din. Income R9811CP, Child's Prog. Income	1,141.45 400.00 136.48	1,300.00 200.00	-158.55 -63.52	87.8% 68.2%
R9811TC, Tai Chi Income	922.50	1,000.00	-77.50	92.3%
Total R9811, Rec. Programs Income.	2,600.43	2,500.00	100.43	104.0%
Total Recreational Activities Income	23,792.93	11,500.00	12,292.93	206.9%
Vater Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Non District Surcharge H9031, Water Surcharge Income - Other	28,682.50 10,640.58 0.00 495.00	55,900.00 17,800.00 540.00 0.00	-27,217.50 -7,159.42 -540.00 495.00	51.3% 59.8% 0.0% 100.0%
Total H9031, Water Surcharge Income	11,135.58	18,340.00	-7,204.42	60.7%
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest	1,612.09 2,067.29	3,000.00 900.00	-1,387.91 1,167.29	53.7% 229.7%
Total H9377, Interest Earnings	3,679.38	3,900.00	-220.62	94.3%
Total Water Capital Improvements Inco	43,497.46	78,140.00	-34,642.54	55.7%
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	23.67 707.53 42,615.78	40.00 900.00	-16.33 -192.47	59.2% 78.6%
Total W9025, Water Service Income	43,346.98	940.00	42,406.98	4,611.4%
W9772, Miscellaneous Income	0.00	72,500.00	-72,500.00	0.0%
Total Water Operations Income	43,346.98	73,440.00	-30,093.02	59.0%
Total Income	144,242.06	238,913.00	-94,670.94	60.4%

# Muir Beach Community Services District Revenues and Expenditures Budget vs. Actual Detailed July 2003 through January 2004

Expense		Jul '03 - Jan 04	Budget	\$ Over Budget	% of Budget
Administrative Expenses	Expense				
A2099, F. & L. Insurance					
A2117, Consulting Admin. Fees 4,260.00 7,500.00 -3,240.00 55,8% A2121, Miscelaneous Expenses 285.00 350.00 -65.00 81.4% A2121, Miscelaneous Expenses 285.00 350.00 -65.00 81.4% A2130, Molting & Stopping Exp. 10.09 455.00 455.00 -65.00 81.4% A2130, Molting & Stopping Exp. 111.20 100.00 -73.32 100.0% A2131, Open Maint Expenses 73.82 0.00 73.32 100.0% A2352, County Fees 517.50 12.00.00 -682.50 43.1% A2137, Capter Maint Expenses 996.63 12.100.00 1.103.37 47.5% A2352, County Fees 517.50 12.00.00 -1.103.37 47.5% A2354, Telephone(Communications 14.34.20 2.850.00 -1.1415.80 50.3% A2731, Legal fees 825.50 500.00 352.50 170.5% Total Administrative Expenses 9.962.97 18.650.00 -8,887.03 53.7% Fire Operational Expenses 1.757.00 2.700.00 -1.125.00 58.3% Final Fire Station Improvement 0.00 2.700.00 -1.125.00 58.3% Final Fire Station Improvement 0.00 2.700.00 -1.125.00 58.3% Final Fire Operational Expenses 8.644.20 14.23.00 -5,988.80 60.7% Firesafe Maint Grant Expenses 8.644.20 14.23.00 -5,988.80 60.7% Firesafe Maint Grant Expenses 9.000 40.00 -0.00 -0.00 0.0% Firesafe Maint Grant Expenses 9.000 -0.00 -0.000 0.00 -0.000 0.0% Firesafe Maint Grant Expenses 9.000 -0.000 0.0	A2049, Conf., Mtgs. & Dues			-289.86	61.4%
A218, Independent Audit					100.0%
A2121, Miscellameus Expenses 285.00 350.00 -55.00 81.4% A2129, Gen. Election expenses 0.00 455.00 -55.00 0.0% A2130, Mailing & Shipping Exp. 76.89 100.00 -23.11 76.9% A2130, Mailing & Shipping Exp. 76.89 100.00 -23.11 76.9% A2130, Mailing & Shipping Exp. 76.89 100.00 -23.11 76.9% A2130, Mailing & Shipping Exp. 76.89 100.00 -23.11 76.9% A2131, Tion Expenses 996.63 12.000.00 -1.03.37 47.5% A2531, Telephone/Communications 14.34.20 2.850.00 -1.14.15.80 50.3% A2531, Telephone/Communications 14.34.20 2.850.00 -1.14.15.80 50.3% A2531, Telephone/Communications 14.34.20 2.850.00 -1.14.15.80 50.3% A2531, Telephone/Communications 9.962.97 18.550.00 -8.587.03 50.3% A2531, Telephone/Communications 9.962.97 18.550.00 -8.587.00 50.3% A2531, Telephone/Communications 9.962.97 18.550.00 -9.00 -9.00 10.00 0.00 10.00 0.00 0.00 0.00 0.0		4,260.00	-		56.8%
A2129. Gen. Election expenses   0.00   455.00   -455.00   0.0%   A2130. Office Supplies   111.29   650.00   -538.71   76.9%   A2133. Office Supplies   111.29   650.00   -538.71   17.1%   A2137. Capier Maint. Expenses   517.50   2.00.00   73.22   4.1%   A2137. Capier Maint. Expenses   517.50   2.00.00   -14.237   4.1%   A2137. Capier Maint. Expenses   517.50   2.00.00   -14.13.00   4.1%   A2137. Capier Maint. Expenses   517.50   2.00.00   -14.13.00   4.1%   A2137. Capier Maint. Expenses   650.50   500.00   352.50   170.5%   A2731. Legal fees   650.50   500.00   352.50   170.5%   A2731. Legal fees   650.50   500.00   352.50   170.5%   A2731. Legal fees   650.50   360.00			•		
A2130, Mailling & Shipping Exp. A2131, Clinic Supplies 111.29 650.00 538.71 17.1% A2137, Copier Maint, Expenses 73.82 0.00 73.82 100.0% A2347, Cropier Maint, Expenses 577.50 1.200.00 -625.50 43.1% A2479, Travel Expenses 96.63 2.100.00 -1.03.57 47.9% A2547, Travel Expenses 96.63 2.100.00 -1.03.57 47.9% A2547, Travel Expenses 852.50 30.00 350.00 350.00 17.03.57 47.9% A2547, Telephone/Communications 14.44.20 2.650.00 350.00 350.00 170.05% A2713, Legal fees 7034, Amentarityte Expenses 9.962.97 18.550.00 9.507.00 350.70 170.05% Fire Operational Expenses 9.962.97 18.550.00 0.00 100.00 100.0% F2117, Administrative Fees 1,576.00 2.700.00 1.125.00 58.3% Fire Station Improvement 0.00 0.00 0.00 100.00 58.3% F3422, W. Maint Fund Expenses 8.642.20 14.233.00 -5.568.80 60.7% Fire Station Improvement 1.722.40 5.000.00 -3.277.60 34.4% F1673 chipper garul program F1073 chipper garul program F1073 chipper garul program 1.722.40 5.000.00 -3.000 0.0% F2077 Misc. Expenses 0.00 1.000.00 -400.00 0.0% F2077 Misc. Expenses 1.722.40 6.400.00 -4.07.00 0.0% F2077 Misc. Expenses 1.722.40 6.400.00 -4.07.00 0.0% F2077 Misc. Expenses 8.1722.40 6.400.00 -1.000.00 0.0% F2077 Misc. Expens					
A2133, Office Supplies A2137, Copie Maint. Expenses 73.82 0.00 73.82 100.0% A2392, County Fees 517.50 1,200.00 1,303.37 47.3% A2594, Total Expenses 996.63 2,100.00 1,313.37 47.3% A2594, Total Expenses 996.63 2,100.00 1,415.80 50.0% A2791, Lagal fees 852.50 500.00 35.50 170.5% A2594, Telephone/Communications 14.434,20 2,850.00 1,415.80 50.0% A2791, Lagal fees 852.50 10.0					
A2137, Copier Maint, Expenses					
A239Z County Fees         517.50         1,200,00         -182,50         43,1%           A249T, Travel Expanses         996,63         2,100,00         -1,163,37         47,5%           A2534, Telephone/Communications         1,434,20         2,850,00         -1,163,00         50,3%           A2773, Legal fees         852,50         500,000         352,50         170,5%           Total Administrative Expenses         9,962,97         18,550,00         -8,587,03         53,7%           Fire Operational Expenses         1,275,00         2,700,00         -1,125,00         58,3%           F1004 Fire Pital Interprete         3,233,00         3,233,00         0,00         0,0%           F104 Fire Pital Interprete         3,00         0,00         0,00         0,0%           F104 Fire Station Improvement         0,00         0,00         4,63,80         60,7%           Fiesder Marin Grant Expenses         8,644,20         14,233,00         3,277,60         3,24%           Fiesder Marin Grant Expenses         8,644,20         1,200,00         3,277,60         3,44%           Fierder Marin Grant Expenses         1,722,40         5,000,00         3,277,60         3,44%           February Misc. Expenses         1,722,40         5,000,00         <					
A2747, Travel Expenses 996.63 2,100.00 1,103.37 47.5% A2743, Legal fees 852.50 500.00 352.50 170.5% A2743, Legal fees 982.50 500.00 352.50 170.5% A2743, Legal fees 9.962.97 18,550.00 352.50 100.00 100.0% A270.00 1,125.00 58.3% A270.00 1,125.00 58.3% A270.00 1,125.00 58.3% A270.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	A2137, Copier Maint. Expenses				
A2534, Telephone/Communications         1,434,20         2,850,00         1,415,80         50.3%           A2713, Legal fees         852,50         500,00         352,50         170.5%           Total Administrative Expenses         9,962,97         18,550,00         8,587,03         53,7%           Fire Operational Expenses         1,575,00         2,700,00         1,125,00         58,3%           F1204, Fire Station Improvement         0,00         0,00         0,00         0,00         0,00         0,0%           F1204, Fire Station Improvement         0,00         0,00         0,00         0,0%         4,463.80         46,2%           Total Fire Operational Expenses         8,644.20         14,233.00         -5,588.80         60,7%           Flessels Marin Grant Expenses         8,644.20         14,233.00         -5,588.80         60,7%           Flessels Marin Grant Expenses         8,644.20         14,233.00         -3,277.60         34,4%           F1073 chipper payard         1,722.40         5,000.00         -3,277.60         34,4%           F1074 chipper grant program         1,722.40         6,400.00         -4,677.80         26.9%           Total F2077-Chipper grant program         1,722.40         6,400.00         -4,677.80         26.9					
A2713   Legal tees					
Total Administrative Expenses Fier Operational Expenses F2059, P & Linsurance F2117, Administrative Fees F1059, P & Linsurance F2117, Administrative Fees F1059, P & Linsurance F2117, Administrative Fees F1069, P & Linsurance F2117, Administrative Fees F1074, P Fee Stasion timprovement F1074, Marin Fund Expenses F2074, Marin Fund Fund Fund Fund Fund Fund Fund Fun			, .		
Fire Operational Expenses	. •			···	
F2059, P. 8. L Insurance	·	9,962.97	18,550.00	-8,587.03	53.7%
F-2117. Administrative Fees		2 222 00	3 233 00	0.00	100.09/
Fire Station Improvement   0.00   0					
F4827, M. Marin Fund Expenses   3,836.20   8,300.00   -4,463.80   46.2%     Total Fire Operational Expenses   F2077-Chipper grant program     Fire3afe Marin Grant Expenses   F2077-Chipper grant program     F1073 Chipper payroll   1,722.40   5,000.00   -3,277.60   34.4%     F1404 FICA   0.00   400.00   -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   -4,677.60   26.9%     Total F2077-Chipper grant program   1,722.40   6,400.00   -4,677.60   26.9%     Total Fresafe Marin Grant Expenses   1,722.40   6,400.00   -4,677.60   26.9%     Recreational Expenses   1,930.00   5,000.00   1,430.00   386.0%     R1028, Marin Mgr. Wages   1,930.00   5,000.00   1,430.00   386.0%     R1073, Janitorial wages   3,975.50   4,600.00   -1,524.50   66.9%     R1028, Marin Mgr. Wages   3,975.50   4,600.00   -1,524.50   66.9%     R1044, R104, PICA   438.06   352.00   86.06   124.4%     R1701, Work Comp Insurance   637.13   1,000.00   -362.87   63.7%     R2041 Rec. Program Expenses   1615.78   2,900.00   -1,184.22   57.7%     R2041 CD, Com, Dinner Expenses   762.15   0,00   762.15   100.0%     R2041 CD, Com, Dinner Expenses   762.15   0,00   762.15   100.0%     R2041 CD, Total Expenses   3,205.93   3,900.00   -694.07   82.2%     R2041 CD, Total Expenses   3,205.93   3,900.00   -694.07   82.2%     R2059, P. & L. Insurance   903.12   974.00   -70.88   92.7%     R2059, P. & L. Insurance   903.12   974.00   -70.88   92.7%     R2059, P. & L. Insurance   903.12   974.00   -70.80   92.7%     R2059, P. & L. Insurance   903.12   974.00   -70.80   92.7%     R2059, P. & L. Insurance   903.12   974.00   -70.80   92.7%     R2059, P. & L. Insurance   903.12   974.00   -70.80   92.7%     R2059, P. & L. Insurance   903.12   974.00   -70.80   92.7%     R2059, P. & L. Insurance   903.12   974.00   -70.90   0.0%     R2133, Office Supplies & Slamps   13.77   1000.00   -100.00   -100.00   0.0%     R2133, Office Supplies & Slamps   13.78   200.00   -100.00   -100.00   -10			•	•	
Total Fire Operational Expenses   8,644.20					
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 chipper payroll	·				
F1073 chipper payroll	,	.,=-	,	,	
F1404 FICA   0.00	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         6,400.00         -4,677.60         26,9%           otal Firesafe Marin Grant Expenses         1,722.40         6,400.00         -4,677.60         26,9%           Recreational Expenses         8         1,930.00         500.00         1,430.00         386.0%           R1073, Janitorial wages         1,930.00         500.00         -1,524.50         66.9%           R1404, FICA         438.06         352.00         86.06         124.4%           R1701, Work Comp Insurance         637.13         1,000.00         -362.87         63.7%           R2041, Rec. Program Expenses         1,615.78         2,800.00         -1,184.22         57.7%           R2041, Rec. Program Expenses         762.15         0.00         762.15         100.0%           R2041CD, Com. Dimer Expenses         762.15         0.00         762.15         100.0%           R2041CD, Colidis Program Exp.         0.00         200.00         -200.00         0.0%           R2041CD, Colidis Program Expenses         3,205.93         3,900.00         -694.07         82.2%           Total R2041, Rec. Program Expenses         3,205.93	F1073 chipper payroll	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         1,930.00         500.00         1,430.00         386.0%           R1073, Janitorial wages         1,930.00         500.00         1,524.50         66.9%           R1404, FICA         438.06         352.00         86.06         124.4%           R1701, Work Comp Insurance         637.13         1,000.00         -562.87         63.7%           R2041B, Bistro Expenses         8.201, 1,000.00         -1,184.22         57.7%           R2041D, Com. Dinner Expenses         762.15         0.00         762.15         100.0%           R2041CD, Com. Dinner Expenses         762.15         0.00         762.15         100.0%           R2041CD, Com. Dinner Expenses         762.15         0.00         762.15         100.0%           R2041D, Child's Program Exp         0.00         200.00         -200.00         0.0%           R2041D, Tacle Insurance         828.00         900.00         -72.00         92.0%           R2059, P. & L. Insurance         90.312         974.00         -70.88         92.7% <td>F1404 FICA</td> <td>0.00</td> <td>400.00</td> <td>-400.00</td> <td></td>	F1404 FICA	0.00	400.00	-400.00	
Potential Firesafe Marin Grant Expenses   1,722.40   6,400.00   4,677.60   26.9%	F2077 Misc. Expenses	0.00	1,000.00	-1,000.00	0.0%
Recreational Expenses   1,930.00   500.00   1,430.00   386.0%   R1073, Janitorial wages   3,975.50   4,600.00   -1,524.50   66.9%   R1404, FICA   438.06   352.00   86.06   124.4%   R1701, Work Comp Insurance   637.13   1,000.00   -362.87   63.7%   R2041, Rec. Program Expenses   1,615.78   2,800.00   -1,184.22   57.7%   R2041CD, Com. Dinner Expenses   762.15   0.00   762.15   100.0%   R2041CD, Com. Dinner Expenses   828.00   900.00   -200.00   0.0%   R2041CD, Cam. Expenses   828.00   900.00   -72.00   92.0%   R2041CD, Cam. Expenses   828.00   900.00   -72.00   92.0%   R2041CD, Cam. Expenses   3,205.93   3,900.00   -72.00   92.0%   R2041CD, Cam. Expenses   3,205.93   3,900.00   -70.88   92.7%   R205.9 P.8 L Insurance   903.12   974.00   -70.88   92.7%   R205.9 P.8 L Insurance   903.12   974.00   -70.88   92.7%   R2077, Routine Repairs   153.72   1,000.00   -846.28   15.4%   R2097, CC Ground Maintenance   0.00   1,000.00   -1,000.00   0.0%   R2117, Administrative Expenses   3,500.00   6,200.00   -2,700.00   56.5%   R2121, Miscellaneous Expenses   0.00   100.00   -1,000.00   0.0%   R2137, Miscellaneous Expenses   363.15   480.00   -116.85   75.7%   R236, Building Supplies & Stamps   10.37   R2259, Refuse Removal   363.15   480.00   -116.85   75.7%   R2531, Energy Expenses   328.88   300.00   82.88   127.6%   R2535, Energy Expenses   328.88   300.00   -900.00   0.0%   R25355, Energy Expenses   328.88   300.00   82.88   127.6%   R25355, Energy Expenses   0.00   5,000.00   -5,000.00   0.0%   R25316   Improvements   R4001, Building Improvements   0.00   5,000.00   -5,000.00   0.0%   R041   R4000   R041	Total F2077-Chipper grant program	1,722.40	6,400.00	-4,677.60	26.9%
R1028, Maint. Mgr. Wages   1,930.00   500.00   1,430.00   386.0%   R1073, Janitorial wages   3,075.50   4,600.00   -1,524.50   66.9%   R1404, FICA   438.06   352.00   86.06   124.4%   R1701, Work Comp Insurance   637.13   1,000.00   -362.87   63.7%   R2041, Rec. Program Expenses   R20418, Bistro Expenses   1,615.78   2,800.00   -1,184.22   57.7%   R2041CD, Com. Dinner Expenses   762.15   0.00   762.15   100.0%   R2041CP, Child's Program Exp.   0.00   200.00   -200.00   0.0%   R2041CP, Child's Program Exp.   0.00   200.00   -72.00   92.0%   R2041CP, Carlothe Expenses   3,205.93   3,900.00   -72.00   92.0%   R2041CP, Carlothe Expenses   3,205.93   3,900.00   -694.07   82.2%   R2059, P. & L. Insurance   90.312   974.00   -70.88   92.7%   R2059, P. & L. Insurance   90.312   974.00   -70.88   92.7%   R2077, Routine Repairs   153.72   1,000.00   -846.28   15.4%   R2097, C Ground Maintenance   0.00   1,000.00   -1,000.00   0.0%   R2117, Administrative Expenses   3,500.00   6,200.00   -2,700.00   56.5%   R2121, Miscellaneous Expenses   0.00   100.00   -100.00   0.0%   R2131, Office Supplies & Stamps   10.37   R2259, Refuse Removal   363.15   480.00   -116.85   75.7%   R2259, Refuse Removal   363.15   480.00   -116.85   75.7%   R2366, Building Supplies   413.81   200.00   -328.18   53.1%   R2535, Energy Expenses   382.88   300.00   82.88   127.6%   R2535, Energy Expenses   382.88   300.00   82.88   127.6%   R2535, Energy Expenses   382.88   300.00   -500.00   0.0%   R2535, Energy Expenses   3,74.53   1,200.00   -5,000.00   0.0%   R2031 Improvements   R4001, Building Improvements   0.00   5,000.00   -5,000.00   0.0%   R041 Impr	otal Firesafe Marin Grant Expenses	1,722.40	6,400.00	-4,677.60	26.9%
R1028, Maint. Mgr. Wages   1,930.00   500.00   1,430.00   386.0%   R1073, Janitorial wages   3,075.50   4,600.00   -1,524.50   66.9%   R1404, FICA   438.06   352.00   86.06   124.4%   R1701, Work Comp Insurance   637.13   1,000.00   -362.87   63.7%   R2041, Rec. Program Expenses   R20418, Bistro Expenses   1,615.78   2,800.00   -1,184.22   57.7%   R2041CD, Com. Dinner Expenses   762.15   0.00   762.15   100.0%   R2041CP, Child's Program Exp.   0.00   200.00   -200.00   0.0%   R2041CP, Child's Program Exp.   0.00   200.00   -72.00   92.0%   R2041CP, Carlothe Expenses   3,205.93   3,900.00   -72.00   92.0%   R2041CP, Carlothe Expenses   3,205.93   3,900.00   -694.07   82.2%   R2059, P. & L. Insurance   90.312   974.00   -70.88   92.7%   R2059, P. & L. Insurance   90.312   974.00   -70.88   92.7%   R2077, Routine Repairs   153.72   1,000.00   -846.28   15.4%   R2097, C Ground Maintenance   0.00   1,000.00   -1,000.00   0.0%   R2117, Administrative Expenses   3,500.00   6,200.00   -2,700.00   56.5%   R2121, Miscellaneous Expenses   0.00   100.00   -100.00   0.0%   R2131, Office Supplies & Stamps   10.37   R2259, Refuse Removal   363.15   480.00   -116.85   75.7%   R2259, Refuse Removal   363.15   480.00   -116.85   75.7%   R2366, Building Supplies   413.81   200.00   -328.18   53.1%   R2535, Energy Expenses   382.88   300.00   82.88   127.6%   R2535, Energy Expenses   382.88   300.00   82.88   127.6%   R2535, Energy Expenses   382.88   300.00   -500.00   0.0%   R2535, Energy Expenses   3,74.53   1,200.00   -5,000.00   0.0%   R2031 Improvements   R4001, Building Improvements   0.00   5,000.00   -5,000.00   0.0%   R041 Impr	Recreational Expenses				
R1073, Janitorial wages   3,075.50   4,600.00   -1,524.50   66.9%   R1404, FICA   438.06   352.00   86.06   124.4%   R1701, Work Comp Insurance   637.13   1,000.00   -362.87   63.7%   R2041, Rec. Program Expenses   R2041BI, Bistro Expenses   1,615.78   2,800.00   -1,184.22   57,7%   R2041CD, Com. Dinner Expenses   762.15   0.00   762.15   100.0%   R2041CD, Child's Program Exp.   0.00   200.00   -200.00   0.0%   R2041CC, Toil Expenses   828.00   900.00   -72.00   92.0%   R2041C, Tai Chi Expenses   3,205.93   3,900.00   -72.00   92.0%   R2041C, Tai Chi Expenses   3,205.93   3,900.00   -694.07   82.2%   R2059, P & L Insurance   903.12   974.00   -70.88   92.7%   R2077, Routine Repairs   153.72   1,000.00   -846.28   15.4%   R2097, CC Ground Maintenance   0.00   1,000.00   -1,000.00   0.0%   R2117, Administrative Expenses   3,500.00   6,200.00   -2,700.00   56.5%   R2121, Miscellaneous Expenses   0.00   100.00   -100.00   0.0%   R2133, Office Supplies & Stamps   10.37   R2259, Refuse Removal   363.15   480.00   -116.85   75.7%   R2366, Building Supplies   413.81   200.00   213.81   206.9%   R2534, Pay Telephone Expenses   30.00   900.00   -328.18   53.1%   R2535C, Electrical Expenses   382.88   300.00   82.88   127.6%   R2535C, Electrical Expenses   3,34.53   1,200.00   -5,000.00   0.0%   R2535C, Electrical Expenses   1,374.53   1,200.00   -5,000.00   0.0%   R2535C, Electrical Expenses   1,374.53   1,200.00   -5,000.00   0.0%   R2535C, Electrical Expenses   1,374.53   1,200.00   -5,000.00   0.0%   R2505C, Electrical Expenses   1,374.53   1,200.00   -5,000.00   0.0%   R2000   Capital Improvements   0.00   5,000.00		1 930.00	500.00	1.430.00	386.0%
R1404 FICA   438.06   352.00   86.06   124.4%   R1701, Work Comp Insurance   637.13   1,000.00   -362.87   63.7%   R2041, Rec. Program Expenses   1,615.78   2,800.00   -1,184.22   57.7%   R2041CD, Com. Dinner Expenses   762.15   0.00   762.15   100.0%   R2041CP, Child's Program Exp.   0.00   200.00   -200.00   0.0%   R2041CP, Carlothid's Program Exp.   0.00   200.00   -72.00   92.0%   R2041CD, Tai Chi Expenses   828.00   900.00   -72.00   92.0%   R2041CP, Carlothid's Program Exp.   0.00   200.00   -72.00   92.0%   R2041CP, Carlothid's Program Exp.   0.00   200.00   -72.00   92.0%   R2041CP, Carlothid's Program Exp.   0.00   900.00   -72.00   92.0%   R2041CP, Carlothid's Repairs   828.00   900.00   -72.00   92.0%   R2051, Recurrence   903.12   974.00   -70.88   92.7%   R2059, P & L Insurance   903.12   974.00   -70.88   92.7%   R2059, C Ground Maintenance   0.00   1,000.00   -846.28   15.4%   R2097, C Ground Maintenance   0.00   1,000.00   -1,000.00   0.0%   R2121, Miscellaneous Expenses   3,500.00   6,200.00   -2,700.00   56.5%   R2121, Miscellaneous Expenses   0.00   100.00   -100.00   0.0%   R2133, Office Supplies & Stamps   10.37   R2259, Refuse Removal   363.15   480.00   -116.85   75.7%   R2366, Building Supplies   413.81   200.00   213.81   206.9%   R2534, Pay Telephone Expense   371.82   700.00   -328.18   53.1%   R2535, Energy Expenses   382.88   300.00   82.88   127.6%   R2535, Energy Expenses   382.88   300.00   82.88   127.6%   R2535, Energy Expenses   0.00   5,000.00   -5,000.00   0.0%   R200.00   -5,000.00   0.0%   R200.00   -5,000.00		· · · · · · · · · · · · · · · · · · ·			
R1701, Work Comp Insurance   637.13		·		· · · · · · · · · · · · · · · · · · ·	
R2041, Rec. Program Expenses       1,615.78       2,800.00       -1,184.22       57.7%         R2041CD, Com. Dinner Expenses       762.15       0.00       762.15       100.0%         R2041CD, Com. Dinner Expenses       762.15       0.00       200.00       -200.00       0.0%         R2041CD, Child's Program Exp.       0.00       200.00       -200.00       0.0%         R2041TC, Tai Chi Expenses       828.00       900.00       -72.00       92.0%         Total R2041, Rec. Program Expenses       3.205.93       3,900.00       -694.07       82.2%         R2059, P & L Insurance       903.12       974.00       -70.88       92.7%         R2077, Routine Repairs       153.72       1,000.00       -846.28       15.4%         R2097, CC Ground Maintenance       0.00       1,000.00       -1,000.00       0.0%         R2117, Administrative Expenses       3,500.00       6,200.00       -2,700.00       56.5%         R211, Miscellaneous Expenses       0.00       100.00       -100.00       0.0%         R213, Office Supplies & Stamps       10.37       7       7       7         R2259, Refuse Removal       363.15       480.00       -116.85       75.7%         R236, Building Supplies       413.81 <td></td> <td></td> <td></td> <td></td> <td></td>					
R2041BI, Bistro Expenses         1,615.78         2,800.00         -1,184.22         57.7%           R2041CD, Com. Dinner Expenses         762.15         0.00         762.15         100.0%           R2041CP, Child's Program Exp.         0.00         200.00         -200.00         0.0%           R2041TC, Tai Chi Expenses         828.00         900.00         -72.00         92.0%           Total R2041, Rec. Program Expenses         3,205.93         3,900.00         -694.07         82.2%           R2059, P & L Insurance         903.12         974.00         -70.88         92.7%           R2077, Routine Repairs         153.72         1,000.00         -846.28         15.4%           R2097, CC Ground Maintenance         0.00         1,000.00         -846.28         15.4%           R2097, Administrative Expenses         3,500.00         6,200.00         -2,700.00         56.5%           R2117, Administrative Expenses         0.00         100.00         -1,000.00         0.0%           R2121, Miscellaneous Expenses         0.00         100.00         -2,700.00         56.5%           R2121, Miscellaneous Expenses         0.00         100.00         -100.00         0.0%           R2259, Refuse Removal         363.15         480.00         -1			,,,,,,		• • • • • • • • • • • • • • • • • • • •
R2041CD, Com. Dinner Expenses         762.15         0.00         762.15         100.0%           R2041CP, Child's Program Exp.         0.00         200.00         -200.00         0.0%           R2041TC. Tai Chi Expenses         828.00         900.00         -72.00         92.0%           Total R2041, Rec. Program Expenses         3,205.93         3,900.00         -694.07         82.2%           R2059, P. & L Insurance         903.12         974.00         -70.88         92.7%           R2077, Routine Repairs         153.72         1,000.00         -846.28         15.4%           R2097, CC Ground Maintenance         0.00         1,000.00         -1,000.00         0.0%           R2117, Administrative Expenses         3,500.00         6,200.00         -2,700.00         56.5%           R2121, Miscellaneous Expenses         0.00         100.00         -100.00         0.0%           R2133, Office Supplies & Stamps         10.37         82.259, Refuse Removal         363.15         480.00         -116.85         75.7%           R2366, Building Supplies         413.81         200.00         213.81         206.9%           R2534, Pay Telephone Expenses         0.00         90.00         -90.00         -328.18         53.1%           R2535,		1.615.78	2.800.00	-1,184.22	57.7%
R2041CP, Child's Program Exp.         0.00         200.00         -200.00         0.0%           R2041TC, Tai Chi Expenses         828.00         900.00         -72.00         92.0%           Total R2041, Rec. Program Expenses         3,205.93         3,900.00         -694.07         82.2%           R2059, P & L Insurance         903.12         974.00         -70.88         92.7%           R2077, Routine Repairs         153.72         1,000.00         -846.28         15.4%           R2097, CC Ground Maintenance         0.00         1,000.00         -1,000.00         0.0%           R2117, Administrative Expenses         3,500.00         6,200.00         -2,700.00         56.5%           R2117, Miscellaneous Expenses         0.00         100.00         -100.00         0.0%           R2133, Office Supplies & Stamps         10.37         10.37         10.37         10.37         10.37         10.37         11.85         75.7%         75.7%         10.38         10.37         10.37         10.38         10.31         11.85         75.7%         11.85         75.7%         11.82         700.00         213.81         206.9%         20.38         10.9%         10.9%         10.9%         10.9%         11.85         53.1%         10.9%		· ·			
R2041TC. Tai Chi Expenses         828.00         900.00         -72.00         92.0%           Total R2041, Rec. Program Expenses         3,205.93         3,900.00         -694.07         82.2%           R2059, P & L Insurance         903.12         974.00         -70.88         92.7%           R2077, Routine Repairs         153.72         1,000.00         -846.28         15.4%           R2097, CC Ground Maintenance         0.00         1,000.00         -1,000.00         0.0%           R2117, Administrative Expenses         3,500.00         6,200.00         -2,700.00         56.5%           R2121, Miscellaneous Expenses         0.00         100.00         -100.00         0.0%           R2133, Office Supplies & Stamps         10.37         -116.85         75.7%           R2350, Refuse Removal         363.15         480.00         -116.85         75.7%           R2366, Building Supplies         413.81         200.00         213.81         206.9%           R2534, Pay Telephone Expense         371.82         700.00         -328.18         53.1%           R2535, Energy Expenses         0.00         900.00         -900.00         0.0%           R2535, Energy Expenses - Other         991.65         174.53         114.5%					
Total R2041, Rec. Program Expenses         3,205.93         3,900.00         -694.07         82.2%           R2059, P & L Insurance         903.12         974.00         -70.88         92.7%           R2077, Routine Repairs         153.72         1,000.00         -846.28         15.4%           R2097, CC Ground Maintenance         0.00         1,000.00         -1,000.00         0.0%           R2117, Administrative Expenses         3,500.00         6,200.00         -2,700.00         56.5%           R2121, Miscellaneous Expenses         0.00         100.00         -100.00         0.0%           R2133, Office Supplies & Stamps         10.37         -100.00         -100.00         0.0%           R2259, Refuse Removal         363.15         480.00         -116.85         75.7%           R2366, Building Supplies         413.81         200.00         213.81         206.9%           R2534, Pay Telephone Expenses         371.82         700.00         -328.18         53.1%           R2535, Energy Expenses         0.00         900.00         -900.00         0.0%           R2535, Energy Expenses         382.88         300.00         82.88         127.6%           R2535, Energy Expenses         1,374.53         1,200.00         174.53					
R2077, Routine Repairs       153.72       1,000.00       -846.28       15.4%         R2097, CC Ground Maintenance       0.00       1,000.00       -1,000.00       0.0%         R2117, Administrative Expenses       3,500.00       6,200.00       -2,700.00       56.5%         R2121, Miscellaneous Expenses       0.00       100.00       -100.00       0.0%         R2133, Office Supplies & Stamps       10.37       -100.00       -100.00       0.0%         R2259, Refuse Removal       363.15       480.00       -116.85       75.7%         R2366, Building Supplies       413.81       200.00       213.81       206.9%         R2534, Pay Telephone Expense       371.82       700.00       -328.18       53.1%         R2535E, Electrical Expenses       0.00       900.00       -900.00       0.0%         R2535E, Electrical Expenses       382.88       300.00       82.88       127.6%         R2535, Energy Expenses - Other       991.65	Total R2041, Rec. Program Expenses	3,205,93	3,900.00	·	82.2%
R2077, Routine Repairs       153.72       1,000.00       -846.28       15.4%         R2097, CC Ground Maintenance       0.00       1,000.00       -1,000.00       0.0%         R2117, Administrative Expenses       3,500.00       6,200.00       -2,700.00       56.5%         R2121, Miscellaneous Expenses       0.00       100.00       -100.00       0.0%         R2133, Office Supplies & Stamps       10.37       -100.00       -100.00       0.0%         R2259, Refuse Removal       363.15       480.00       -116.85       75.7%         R2366, Building Supplies       413.81       200.00       213.81       206.9%         R2534, Pay Telephone Expense       371.82       700.00       -328.18       53.1%         R2535E, Electrical Expenses       0.00       900.00       -900.00       0.0%         R2535E, Electrical Expenses       382.88       300.00       82.88       127.6%         R2535, Energy Expenses - Other       991.65	R2059 P & L Insurance	903.12	974.00	-70.88	92 7%
R2097, CC Ground Maintenance       0.00       1,000.00       -1,000.00       0.0%         R2117, Administrative Expenses       3,500.00       6,200.00       -2,700.00       56.5%         R2121, Miscellaneous Expenses       0.00       100.00       -100.00       0.0%         R2133, Office Supplies & Stamps       10.37       -116.85       75.7%         R2259, Refuse Removal       363.15       480.00       -116.85       75.7%         R2366, Building Supplies       413.81       200.00       213.81       206.9%         R2534, Pay Telephone Expense       371.82       700.00       -328.18       53.1%         R2535, Energy Expenses       0.00       900.00       -900.00       0.0%         R2535E, Electrical Expenses       382.88       300.00       82.88       127.6%         R2535, Energy Expenses - Other       991.65       -00.00       174.53       114.5%         R4000 Capital 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%	See S	450.70	4.000.00	***	4 = 444
R2117, Administrative Expenses       3,500.00       6,200.00       -2,700.00       56.5%         R2121, Miscellaneous Expenses       0.00       100.00       -100.00       0.0%         R2133, Office Supplies & Stamps       10.37	· · · · · · · · · · · · · · · · · · ·				
R2121, Miscellaneous Expenses       0.00       100.00       -100.00       0.0%         R2133, Office Supplies & Stamps       10.37       -10.00       -100.00       0.0%         R2259, Refuse Removal       363.15       480.00       -116.85       75.7%         R2366, Building Supplies       413.81       200.00       213.81       206.9%         R2534, Pay Telephone Expense       371.82       700.00       -328.18       53.1%         R2535, Energy Expenses       0.00       900.00       -900.00       0.0%         R2535G, Butane Gas Expenses       382.88       300.00       82.88       127.6%         R2535, Energy Expenses - Other       991.65         Total R2535, Energy Expenses       1,374.53       1,200.00       174.53       114.5%         R4000 Capital 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%					
R2133, Office Supplies & Stamps       10.37         R2259, Refuse Removal       363.15       480.00       -116.85       75.7%         R2366, Building Supplies       413.81       200.00       213.81       206.9%         R2534, Pay Telephone Expense       371.82       700.00       -328.18       53.1%         R2535. Energy Expenses       0.00       900.00       -900.00       0.0%         R2535G, Butane Gas Expenses       382.88       300.00       82.88       127.6%         R2535, Energy Expenses - Other       991.65	,				
R2259, Refuse Removal       363.15       480.00       -116.85       75.7%         R2366, Building Supplies       413.81       200.00       213.81       206.9%         R2534, Pay Telephone Expense       371.82       700.00       -328.18       53.1%         R2535. Energy Expenses       0.00       900.00       -900.00       0.0%         R2535G, Butane Gas Expenses       382.88       300.00       82.88       127.6%         R2535. Energy Expenses - Other       991.65       1,374.53       1,200.00       174.53       114.5%         R4000 Capital 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%	· · · · · · · · · · · · · · · · · · ·		,,,,,,	122122	0.075
R2366, Building Supplies       413.81       200.00       213.81       206.9%         R2534, Pay Telephone Expense       371.82       700.00       -328.18       53.1%         R2535. Energy Expenses       0.00       900.00       -900.00       0.0%         R2535G, Butane Gas Expenses       382.88       300.00       82.88       127.6%         R2535. Energy Expenses - Other       991.65         Total R2535, Energy Expenses       1,374.53       1,200.00       174.53       114.5%         R4000 Capital 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%			480.00	-116.85	75.7%
R2534, Pay Telephone Expense       371.82       700.00       -328.18       53.1%         R2535. Energy Expenses       0.00       900.00       -900.00       0.0%         R2535G, Butane Gas Expenses       382.88       300.00       82.88       127.6%         R2535. Energy Expenses - Other       991.65         Total R2535, Energy Expenses       1,374.53       1,200.00       174.53       114.5%         R4000 Capital 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%					
R2535. Energy Expenses       0.00       900.00       -900.00       0.0%         R2535G, Butane Gas Expenses       382.88       300.00       82.88       127.6%         R2535. Energy Expenses - Other       991.65         Total R2535, Energy Expenses       1,374.53       1,200.00       174.53       114.5%         R4000 Capital 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%					
R2535E, Electrical Expenses       0.00       900.00       -900.00       0.0%         R2535G, Butane Gas Expenses       382.88       300.00       82.88       127.6%         R2535, Energy Expenses - Other       991.65         Total R2535, Energy Expenses       1,374.53       1,200.00       174.53       114.5%         R4000 Capital Improvements         R4001, Building Improvements       0.00       5,000.00       -5,000.00       -5,000.00       0.0%          Total R4000 Capital Improvements       0.00       5,000.00       -5,000.00       0.0%					
R2535G, Butane Gas Expenses       382.88       300.00       82.88       127.6%         R2535, Energy Expenses - Other       991.65         Total R2535, Energy Expenses       1,374.53       1,200.00       174.53       114.5%         R4000 Capital 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%		0.00	900.00	-900.00	0.0%
R2535. Energy Expenses - Other       991.65         Total R2535. Energy Expenses       1,374.53       1,200.00       174.53       114.5%         R4000 Capital 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%		382.88	300.00	82.88	127.6%
R4000 Capital 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%	R2535, Energy Expenses - Other	991.65	<u></u>		
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%	-· ·	1,374.53	1,200.00	174.53	114.5%
Total R4000 Capital Improvements 0.00 5,000.00 -5,000.00 0.0%		0.00	5,000.00	-5,000.00	0.0%
	· ·	· · · · · · · · · · · · · · · · · · ·		<del></del>	
	otal Recreational Expenses	16,377.14	27,206.00	-10,828.86	60.2%

# Muir Beach Community Services District Revenues and Expenditures Budget vs. Actual Detailed July 2003 through January 2004

	Jul '03 - Jan 04	Budget	\$ Over Budget	% of Budget
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	1,938.00	1,500.00	438.00	129.2%
E1073, Extra Hire Wages	956.25	2,000.00	-1,043.75	47.8%
E1404, FICA	221.43	300,00	-78.57	73.8%
E1701, Work's. Comp. Insurance	0.00	400.00	-400.00	0.0%
E2059, P & L Insurance	423.00	423.00	0.00	100.0%
E2077, Road & Easement Repairs	2,432.85	10,000.00	-7,567.15 -2,700.00	24.3%
E2117, Administrative Fees	3,500.00	6,200.00	-2,700.00	56.5%
E4000 Capital improvements E4001-Easement Lighting	1,225.00			
	·			
Total E4000 Capital improvements	1,225.00			
Total Roads & Easements Expenses	10,696.53	20,823.00	-10,126.47	51.4%
Uncategorized Expenses Water Capital Improve'ts Exp.	232.22			
H2059, P & L Insurance	322.00	322.00	0.00	100.0%
H2117, Administrative Fees	1,225.00	3,500.00	-2,275.00	35.0%
H2133	109.86			
H2352, County fees	240.00	700.00	-460.00	34.3%
H2713, Project Improvements 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 Well	0.00	10,000.00	-10,000.00	0.0%
H4169VR, Valve Replacement	0.00	15,000.00	-15,000.00	0.0%
Total H4169UT, Priority Improvements	0.00	25,000.00	-25,000.00	0.0%
Total Water Capital Improve'ts Exp.	1,896.86	229,522.00	-227,625.14	0.8%
Vater Operating Expenses				
W1028, Maint, Mgr. Wages	9,426,96	18,000.00	-8,573.04	52.4%
W1073, Extra Hire Wages	256.25	2,000.00	-1,743.75	12.8%
W1404, FICA	756.66	1,600.00	-843.34	47.3%
W1506, Medical benefits		_		
W1506CPHvy	1,923.26	3,000.00	-1,076.74	64.1%
W1506, Medical benefits - Other	0.00	0.00	0.00	0.0%
Total W1506, Medical benefits	1,923.26	3,000.00	-1,076.74	64.1%
W1701, Work. Comp.Insurance	3,943.42	2,000.00	1,943.42	197,2%
W2049, Conferences & Training	400.00	300.00	100.00	133.3%
W2058, Annual Permit Fee	1,889.00	1,889.00	0.00	100.0%
W2059, P & L Insurance	1,535.00	1,535.00	0.00	100.0%
W2077, Routine Repairs	735.69	5,000.00	-4,264.31	14.7%
W2115, Chemicals I Testing W2117, Adminsitrative Fees	840.20	3,000.00	-2,159.80	28.0%
W2117, Administrative Fees W2117A. Administrative Fees	0.00	10,800.00	-10,800.00	0.0%
W2117C. Clerical Fees	0.00	10,800.00	-10,800.00	0.0%
W2117, Adminsitrative Fees - Other	12,340.00	,	,,,,,,,,,,	• • • • • • • • • • • • • • • • • • • •
Total W2117, Adminsitrative Fees	12,340.00	21,600.00	-9,260.00	57.1%
W2121, Miscellaneous Expenses	1,089.75	500.00	589.75	218.0%
W2130, Postage & Shipping	562.72	800.00	-237.28	70.3%
W2133, Office Supplies	741.47	750.00	-8.53	98.9%
W2325, Contract Services	0.00	10,000.00	-10,000.00	0.0%
W2479, Travel allowance	900.00	1,200.00	-300.00	75.0%
W2534, Telephone Relay Expense	526.63	500.00	26.63	105.3%
W2535, Electrical Service	3,994.61	6,500.00	-2,505.39	61.5%
Total Water Operating Expenses	41,861.62	80,174.00	-38,312.38	52.2%
Total Expense	91,393.94	396,908.00	-305,514.06	23.0%
ome	52,848.12	-157,995.00	210,843.12	33.4%

February 12, 2004

### MORITZ ARBORICULTURAL

CONSULTING

Mr. Peter Rudnick Muir Beach C.S.D. 1795 Shoreline Hwy. Muir Beach, CA. 94965

## ARBORICULTURAL ASSESSMENT OF MONTEREY PINES Muir Beach Community Services District Muir Beach Community Center Site

<u>Purpose</u>: Arboricultural assessment of trees obstructing views of Mr. Peter Wood. Assess health and structural condition. Assess methods of view enhancement and tree preservation.

### **ASSESSMENT**

There are seven subject trees, all Monterey Pines (*Pinus Radiata*). They are located near the northeast corner of the community center property. Tree number 90 being within three feet of the northeast property corner. The average slope over the trees is 45%, relatively steep. It's a relatively clear understory although some acacia reproduction due to the presence of an acacia in the middle of the trees.

The first recommendation is to remove the acacia near top of slope and power lines (kill stumps). All trees are tagged on the south side and diameters are measured at 4.5 feet above grade (DBH) from the upslope side.

Tree #90

Species:

Monterey Pine

Location:

Below the power lines on the road side of the power lines.

Size:

17 inches

Condition:

It has road fill up against the base of it and a <u>buried root crown</u> on the upslope side. It has be <u>repeatedly topped</u> over the years except that now

upslope side. It has be <u>repeatedly topped</u> over the years except that now PG&E, under it's new policy, has allowed some branches to grow.

Conclusions:

This is the wrong species for this location. It requires repeated trimming/

wounding, making it more vulnerable to pests and disease.

Recommendation:

Remove and replace with a more site suitable species. It would have to be

topped repeatedly using PG&E methodologies that make leave branches

hazardous, or removed.

Tree #91

Species:

Monterey Pine

Location:

25 feet downslope to the immediate southwest of a wood stairway by

approximately 3 feet. Immediately downslope from the utility pole by

approximately 8 feet.

Page 2 (Muir Beach CSD, Community Center pine Assessment)

Size:

20.8 inches DBH.

Condition:

Has been repeatedly topped to clear or provide pole clearance and line clearance. It is currently the dead lower branch extending to the north is currently a violation of public resources code. This tree has symptoms of pitch canker. There is a minor cypress pithA branch has taken over the as a weak leader, extending over a propane tank on an adjacent property. This leader is unstable and would have to be severely topped to control

and make stable.

Conclusions:

This tree is malformed, structurally unstable and not redeemable.

Recommendation:

Remove this tree.

<u>Note</u>: What the MBCSD / community center should be considering is the development of a privacy screen between the community center and the adjacent neighbors. And these trees inhibit that type of growth. Some species that might be considered would be English Laurel and various species of pittosporum. Natives, such as California Holly, Wax Myrtle, etc would do well.

Tree #92

Species:

Monterey Pine

Location:

Down slope from T-91, approximately ten feet, below a cable underground

warning sign.

Size:

20 inches DBH

Condition:

This tree has also been topped at approximately 25 feet above grade and

Now has multiple leaders, branches have curved upwards and become "false leaders" due to past topping. These have weak attachments.

Conclusions:

This tree has very poor form and could never be a structurally sound

specimen tree.

Recommendation:

Remove this tree.

<u>Tree #93</u>

Species:

Monterey Pine

Location:

Approximately 6 feet from the neighbor's propane tank and approximately

8 feet downslope from tree number 92.

Size:

14 inch DBH

Condition:

It has been overtopped by tree number 92 and only has a few living

branches. It has decay in the base of it and this tree is in decline.

Conclusions:

It is almost dead.

Recommendation:

Removal regardless of weather it interferes with view or not. A dead tree

this close to a propane tank should be removed.

Then moving downslope to the area near the southeast property corner steak, approximately 80 feet downslope.

### Page 3 (Muir Beach CSD, Community Center pine Assessment)

Tree # 94

Species:

Monterey Pine

Location:

Upslope most of this grouping of trees. It is the second tree upslope from

the property comer.

Size:

24 inch DBH

Condition:

This tree has a <u>wishbone-like shape</u>. It apparently was <u>topped heavily</u> in the past and two branches developed two <u>co-dominant leaders</u>. Co-dominant <u>leaders</u> are <u>unstable</u>. This tree also has <u>pitch canker</u>. One of the <u>major targets of this tree is the community center play area</u>. This tree has a significant attack by <u>red turpentine beatles</u> and is on a steep slope. It is downslope to the pathway and over toward the play area. This tree has an elevated significantly elevated hazard potential and should be removed.

Conclusions:

This tree is structurally unsound and has targets of high value.

Recommendation:

Remove, regardless of weather it is removed for view.

Tree #95

Species:

Monterey Pine

Location:

Approximately 15 feet downslope and approximately 3 feet from the

property comer stake.

Size:

26.5 inches in diameter.

Condition:

This tree was topped in the past at approximately 45 feet above grade and has multiple leaders at a weakened common attachment. It has a heavy infestation of red turpentine beatles. It is currently pitching out, indicating the presence of pine pitch canker. It has a girdle root along the southeast quadrant of the base of the tree. The pitching out, incidentally, is in the northwest quadrant of the tree where there is heavy beatle attack. Also it

is pitching out in a sunken legin on the southwest quadrant.

Conclusions:

This tree is structurally compromised and has a short life expectancy due

to pine pitch canker and beetles.

Recommendation:

Removal for health and safety.

Tree #96

Species:

Monterey Pine

Location:

Approximately 25 feet downslope from tree number 95 and approximately

15 feet from the stairway descending from the community center. It is

approximately 30 feet upslope from a line or comer stake.

Size:

20.5 inches DBH

Condition:

About a 20% live crown ratio. It has overextended limbs, and an unstable

extended limbs with poor taper over the ascending stairway. It has

symptoms of pitch canker in the canopy. Note that there is a malformation of the trunk, a swelling deformation of the bark and a cavity where a limb

broke-out at some time in the past.

Page 4 (Muir Beach CSD, Community Center pine Assessment)

Conclusions:

The top of this tree is unstable because of the malformation. This tree has

a short life expectancy due to pitch canker.

Recommendation:

This tree should be removed regardless of the view issue.

Note: The tree immediately downslope from T-96, and on the neighbor's property, is a dominant Monterey Pine with co-dominant leaders extending from approximately 30 feet above grade. They have an acute angle crotch with included bark, and a seam extending down the side of the tree. This tree has been splitting and is in danger of breaking apart. The community center should be aware of that, even though this is a tree that is not of concern to the view seeker, and is not on their property, it is a threat to the Center property and the tree owner's property.

<u>Warning</u>: be aware that the removal or topping of any trees can lead to increased instability of the remaining trees, so all effected trees should be safety trimmed as needed.

None of the seven view obstruction trees present opportunities for topping or trimming for view.

Replacement species could include a variety of native and/or non-native trees and shrubs. First, the District should decide whether it wishes to favor native species. Second, the District should to decide upon its' goals of planting - wildlife, aesthetics, screening, privacy, windbreak, energy conservation, architecture and aesthetics. I would suggest that screening of neighboring properties get a high priority. 20 to 25 foot mature height species would be necessary to accomplish that.

Rav Moritz

Consulting Arborist Certified Urban Forester

### MUIR BEACH COMMUNITY SERVICES DISTRICT MINUTES

### **SWEARING IN**

General Manager Macfarlane swore in President Ostroff and Director Shaffer.

### CALL TO ORDER

President Ostroff called the regular meeting of the Muir Beach Community Services District Board of Directors to order at 7:18 pm on Wednesday, January 28, 2004.

### ROLL CALL

PRESENT: DIRECTORS: Ostroff, Hills, Rudnick, Shaffer, Kamradt

FRESENT: OFFICIALS: General Manager Macfarlane, Secretary/Treasurer Mullin

### ANNOUNCEMENT OF DECISIONS MADE IN CLOSED SESSION

President Ostroff announced that no decisions had been made at the closed personnel meeting held on January 14, 2004. The sole purpose of the closed meeting had been to clarify some of the details of the positions filled.

### **REGULAR AGENDA**

I. Review and consideration of the January 28, 2004 Agenda:

MOTION: To approve the Agenda as submitted.

Moved: Shaffer, seconded by Hills

Vote: AYES: Unanimous

II. National Park Service: Karen Kentwell reported for Jennifer Vick who could not be present. The January 8 Big Lagoon meeting included a presentation by Phil Williams and Associates regarding draft feasibility. None of the alternatives were discarded at the meeting. NPS has presented the plan to, and is obtaining comments from, various peer review groups. A final report from Phil Williams and Associates is due February 27. The EIS contract will be awarded in April. The next meeting is scheduled for March 18. Karen's presentation was followed by a lengthy discussion with members of the audience. Concern was expressed as to whether or not the plan can be accomplished. Scott Davidson, consultant to the County of Marin, expressed the need for heightened communication between the various organizations and community groups. Invitations were sent out to 2000 Marin County residents to attend the CTMP meeting on January 31. Director Kamradt requested that Scott inform Supervisor Kinsey that three Board members did not receive the invitation. Paul Bignardi of the NPS reported that the CTMP website contains approximately 12 of the documents that are being studied during this process.

### III. Bills to be paid:

MOTION: To approve the report as submitted including a total of \$11,360.15 in general fund

expenditures, \$175.00 in water capital improvement expenditures, and \$296.59 in checks issued from the trust funds, for a total of \$11,831.74 in warrants issued.

Moved: Shaffer, seconded by Hills

Vote: AYES: Unanimous

- IV. Fire Department, Emergency Disaster Committee: Chief Sward reported that the annual barbecue planning dinner is scheduled for Saturday, February 7. Fire department members have been recently recertified for CPR. Chief Sward acknowledged Graham Groneman and Jesse Rudnick who are getting certified as instructors which will allow for more in-house training.
- V. Update on the CTMP process: Director Kamradt reported that the letter to Steve Kinsey was revised, with edits, and sent to the CTMP, and that copies are available to the public. There will be a meeting on Saturday, January 31, at 10 am. Director Hills stated that the letter will be available on the MBCSD website on January 29. Director Kamradt acknowledged Director Hills for researching the various local, county and coastal plans to incorporate their ideas into the edits. Director Rudnick raised the question of whether work was needed on the Muir Beach Community Plan. Director Hills responded yes; however, the plan is still in effect.

### VI. General Manager's Report:

### A. Administration:

- 1. The General Manager has not yet received responses from the four accounting firms who were contacted by letter. Director Hills has spoken with Terry Craig Associates who indicated the cost of an audit could be \$7,000-10,000.
- 2. A 1992 District Policies and Procedures Manual is currently being used by the General Manager, although this manual has never been formally adopted by the Board. Director Hills stated that the Board must decide how they want future policies compiled by the Secretary.

### B. Roads and easements:

1. The General Manager recommended that the Board approve a request by resident Peter Woods to remove several trees on District property that are blocking his view. This led to a discussion of the age and condition of the trees and various options for addressing Mr. Woods' concerns.

MOTION: To allow Mr. Woods to hire an arborist chosen by Director Rudnick who

will then provide a recommendation to the Board.

Moved: Hills, seconded by Kamradt

Vote: AYES: Unanimous

2. The General Manager recommended the Board approve an expenditure of \$2,000 for additional work needed on the pedestrian trail through the Seacape park area.

MOTION: To approve the \$2,000 expenditure.

Moved: Shaffer, seconded by Hills

Vote: AYES: Unanimous

It was agreed that, where suitable, wood chips could be used instead of gravel.

- 3. The General Manager informed the Board that the steps on the pedestrian trail from Sunset Way to Pacific Way (a continuation of the Community Center Trail) need additional work. Director Shaffer suggested that the Board examine the stairs before making a decision.
- 4. Supervisor Kinsey has offered \$15,000 for construction of new Community Center stairs. John Sward brought stone samples for the Board to look at. He estimated a cost of \$11,000 in materials with a total cost of approximately \$21,000.

MOTION: To authorize the General Manager to order the stone, authorize Steve

Kinsey to pay for it directly, and work out payment for labor at a later date.

Moved: Shaffer, seconded by Rudnick

Vote: AYES: Unanimous

President Ostroff asked that questions regarding the lighting be put on the agenda for next month.

- 5. Construction of the new stairs and realignment of the individual steps on the Sunset Way end of the Sunset to Ahab pedestrian way is essentially complete. Harvey will put wood chips where the steps are higher than grade. It was recommended that Mike Moore contact the Muir Beach Garden Club for guidance on landscaping.
- C. Water operations: The General Manager reported that two water leaks have recently been repaired. The unaccounted for water loss percentage was very low last month.
- D. Technical Advisory Committee: Director Kamradt reported that Muir Beach has completed the steps necessary to satisfy those protesting its water rights. Some of the participants want to clarify our adaptive management plan which will only require refining the wording of the plan. When the draft is complete, it will be submitted first to the Board for approval and then to the TAC members for approval. There is one more TAC meeting in March which will culminate with finalization of the Muir Beach water rights.
- E. Capital Improvements: Director Hills reported that the General Manager has been moving the process for the new well along. They had a meeting with DCV Consultants. The Board would like to begin implementing the well by summer. Chief Sward stated that the fire department wants to redo some of the power and water lines near the pump house and will want to coordinate this work with the contractor.

responsible MOTION: Moved: Vote:  2. Harvey Per County's "	w would like to donate a piano to the District. The District will be e for moving it.  To accept the donation. Shaffer, seconded by Kamradt AYES: Unanimous  arlman has removed the temporary deck roof in compliance with the 'red tag' requiring its removal.
responsible MOTION: Moved: Vote:  2. Harvey Per County's "	To accept the donation. Shaffer, seconded by Kamradt AYES: Unanimous arlman has removed the temporary deck roof in compliance with the
responsible MOTION: Moved: Vote:  2. Harvey Per County's "	To accept the donation. Shaffer, seconded by Kamradt AYES: Unanimous arlman has removed the temporary deck roof in compliance with the
Moved: Vote:  2. Harvey Per County's "  3. Harvey gar	Shaffer, seconded by Kamradt AYES: Unanimous  arlman has removed the temporary deck roof in compliance with the
Moved: Vote:  2. Harvey Per County's "  3. Harvey gar	Shaffer, seconded by Kamradt AYES: Unanimous  arlman has removed the temporary deck roof in compliance with the
Vote:  2. Harvey Per County's "  3. Harvey ga	AYES: Unanimous  arlman has removed the temporary deck roof in compliance with the
County's "  3. Harvey ga	
the Distric	ve a report on the New Years Eve party. The General Manager reported that that that been refunded \$400 of the \$500 it had advanced for the party.
ght for the upcon the LAFCO Box Steve Kinsey rep	There was discussion as to whether the District should host a Candidates ming election. The General Manager announced that there was an opening ard. Kathy Sward reported that Judith Yamamoto dropped off a letter written garding the Big Lagoon Project and the CTMP for the audience to read and
eview of minutes	s:
N: To approve	e the minutes as submitted.
	conded by Rudnick
AYES: U	nanimous
meeting date:	The next meeting date was confirmed for Wednesday, February 25, 2004.
ting was adj <b>o</b> urn	ned at 9:33 pm.
	roved by the Muir Beach Community Services District Board of Directors,
i i i e e e e e e e e e e e e e e e e e	ight for the upcon the LAFCO Book Steve Kinsey relid their names to eview of minute  N: To approve Shaffer, sea AYES: Upon the meeting date:  eting was adjournament were approxed and the control of the

### MUIR BEACH COMMUNITY SERVICES DISTRICT

19 SEACAPE DRIVE

MUIR BEACH, CA 94965-9701

TELEPHONE (415) 388-7804

February 19, 2004

Postmaster Sausalito Post Office Sausalito, CA 94965

Dear Postmaster:

The residents of our community are becoming increasingly concerned over the deteriorated condition of the outgoing mail box located on the east side of Shoreline Highway opposite the Pelican Inn at 10 Pacific Way, Muir Beach, CA.

As you know, our residents have experienced several mail thefts resulting in credit card and other financial document theft. The rusted and fragile condition of the U. S. Post Office's mail box for the deposit of outgoing mail fails to provide adequate protection against potential theft and from inclement weather conditions. Therefore, we respectfully request your offices to take timely action to have a new and safe replacement box for our outgoing mail.

Thank you for your cooperation in this matter.

Cordially,		
MUIR BEACH COMMUNITY SERV	VICES DISTRICT	
Maury Ostroff, Board President	Leighton Hills, Director	
Deborah Kamradt, Director	Peter Rudnick, Director	_
Steven Shaffer, Director		

FAX: (707) 643-1143; E-mail:Muirbeachcsd@aol.com

## 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, MARCH 17, 2004 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE TO BEGIN AT 7:00 P.M.

<b>DESCRIPTION</b> PAGES
Agenda for the Regular Meeting
Bills to be Paid Report for 02//01/04 through 01/29/04
District Fiscal Consolidated Balance Sheet as of February 29, 2004 6 - 7
Statement of Revenues and Expenditures-Summary for February 29, 2004 8
Statement of Revenues and Expenditures-Detailed for February 29, 2004 9 - 11
Revenues and Expenditures Budget Versus Actual Summary
July 2003 through February 2004
Revenues and Expenditures Budget Versus Actual Detailed
July 2003 through February 2004
Resolution 2004-03-17-1
Draft Minutes of the February 25, 2004 Board Meeting

### AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR BOARD MEETING AND TWO PUBLIC HEARINGS ON WEDNESDAY, MARCH 17, 2004. 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, and then turn the meeting over to incoming President Hills
- II. Review and consideration of the March 17, 2004 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 February 1 through February 29, 2004.
- V. Fire Department, Emergency Disaster Committee: Chief Sward will be attending a Fire Department meeting and not be present for this meeting.
- 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 received a proposal for auditing the District's fiscal records from the firm of Odenberg, Ullakko, Muranishi, & Co. LLP. Copies of the proposals have been forwarded to the Directors under separate cover, for their consideration. Also the firm of Charles Z. Fedak & Co. has contacted us and is preparing a proposal. Their proposal was delayed and may not be received in time for this meeting, as they requested additional District information, which was forwarded to them on March 12, 2004. It is suggested that two of the Directors coordinate with the District Treasurer and the G. M. to consider the proposals for a recommendation to be presented during the next Board meeting
    - 2. Citizen's Advisory Committee for the .Comprehensive Transportation Management Plan (C. T. M. P).: The Board has been allocated a seat on this committee and Supervisor Kinsey has requested the name of the director appointed by the Board to represent the District.
    - 3. The District mail boxes: The new mailbox has been ordered and delivery is expected to be prior to the end of the month.
  - **B.** Roads and Easements: The following items need Board consideration:
    - 1. New resident Tom Crawford, 296 Sunset Way, is requesting permission to excavate the area between the road pavement and his property line, so he may construct a retaining wall and improve the potential for off street parking. He began excavation prior to receiving the Board's approval as the former owner had said that it was

something he had intended to do, and did not indicate the need for District approval. I inspected the area and met with Mr. Crawford to: 1) show him the approximate location of his property line, 2) inform him that District approval was required, 3) that all work must conform to District standards, and 4) that this would be an item for consideration during the March 17, 217004 meeting. He has ceased work until such time as he receives District approval to continue.

2. Final adoption of District Resolution 03-17-07-1 formalizing the District policies for the planting, trimming, removal, etc. of trees, shrubs and other vegetation on District fee simple and right of way properties. During the February 25, 2004 meeting, the Board reviewed and modified the recommended policies for this Resolution, giving interim approval for its implementation. The formal Resolution (attached as a part of the meeting packet), incorporates the desired Board modifications and is submitted for final adoption by the Board

### C. WATER OPERATIONS:

- 1. Coliform tests taken during February were free of bacteria.
- 2. Gross water billing for the 01/16/04 through 02/16/04 billing period totaled \$5,283.25 including 5,246.06 in water service charges, \$38.53 in late payment penalties, and (-\$1.34) in interest charges. The negative interest is the result of credit issued for previously billed and later dismissed charges. The monthly consumption surcharge for this period totaled \$1,365.24

The table below tabulates the water production for the period January 16, 2004 to February 16, 2004.

Total volume of water measured through the master meter =	812,060 gallons
Average daily pumping rate	24,237 gallons
Highest pumping day was on 1/21/04 and volume pumped =	29,461 gallons
Lowest pumping day was on 2/03/04 and volume pumped =	19,718 gallons
Total volume billed through service meters =	751,354 gallons
Gross unaccounted for water loss =	60,706 gallons
Estimated un-metered maintenance use	20,500 gallons
Estimated leak repair losses	0 gallons
Net unaccounted for water loss 4.95%) <sup>1</sup>	45,206 gallons
Average daily customer consumption per meter =	89 gallons
Average service billing =	\$39.09

¹ The unaccounted for water loss of less than 5% confirms the repair of distribution system leaks. Further, the average daily pumping volume of less than 25,000 gallons, with a peak day of less than 30,000 gallons is one of the most conservative and consistent production months that we have experienced.

- **D.** Water Capital Improvements: Separate, more detailed reports are being prepared and forwarded to the Directors for their consideration of the following items requested for approval:
  - 1. Due to County requirements and the delay in sealing the old abandoned State Park well, the final durable flow testing of the new well was not performed. The basic

- bailing test indicates a potential flow of more than 90 g.p.m.; however, a 12 hour flow test is needed for final design of the completed well. Weeks Well Drilling indicates that a this test for a 12 hour duration will cost \$5,000 to \$6,000 and that they will be able to perform the test within seven days of receiving approval.
- 2. Electrical improvements for completion of the new well should be coordinated with the essential repairs of the bridge crossing Redwood Creek. The combined cost of the electrical installation and bridge repairs should not exceed \$8,000.
- E. Recreation: There are several items for the community center that need Board consideration
  - 1. Lighting for the Community Center entrance path. This work is almost complete, but is not anticipated to be fully completed in time for the Board meeting.
  - 2. Playground fence. The westerly section of the playground fence has essentially collapsed. We have adequate materials on hand to erect new posts and reconstruct the falling fence. However, I suggest that in addition to repairing the fence that the offensive ground covers (poison oak, blackberry, etc) be removed and wood chips be placed to delay regrowth. The extensive growth combined with post dryrot has caused the failing of the fence. the Board also might like to consider a possible more precise location of the fence, as the existing fence seems to be substantially inside the actual property line, versus being along the property line.

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 February 25, 2004.
- IX. Next meeting date: April 28, 2004 is the fourth Wednesday of next month.

### ADJOURNMENT OR CONTINUATION

# Page 4 of 22

## Muir Beach Community Services District Bills to be Paid

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⊢e	orı	ıarv	2004

		, 05.	ua., 200,		Water	Water	
	Admin	Fire	Rec	Roads	_Cap Impr	Other	TOTAL
ABC Consultants, Inc.	751.80	225.00	500.00	500.00	925.00	1,000.00	3,901.80
Bell Market	0.00	0.00	5.20	0.00	0.00	0.00	5.20
Brunner, Paul A.	0.00	0.00	0.00	4,200.00	0.00	0.00	4,200.00
CalPers	306.76	0.00	0.00	0.00	0.00	0.00	306.76
Cingular Wireless	56.49	0.00	0.00	0.00	0.00	34.74	91.23
Costco	181.44	0.00	53.04	0.00	0.00	0.00	234.48
Home Depot	0.00	0.00	0.00	0.00	0.00	7.50	7.50
J. L. Wingert Company	0.00	0.00	0.00	0.00	0.00	131.46	131.46
Kinko's	58.66	0.00	0.00	0.00	0.00	0.00	58.66
Knox, Nancy	0.00	0.00	35.00	0.00	0.00	0.00	35.00
Martin Bros. Supply	0.00	0.00	0.00	0.00	0.00	13.44	13.44
Michael J. Smith, County Clerk	250.00	0.00	0.00	0.00	0.00	0.00	250.00
Moore, Michael (reimbursements)	0.00	0.00	0.00	1,952.47	0.00	0.00	1,952.47
Mullin, Sharon	1,942.32	0.00	0.00	0.00	0.00	811.30	2,753.62
Office Max	0.00	0.00	0.00	0.00	0.00	30.28	30.28
SBC 9969	0.00	0.00	53.07	0.00	0.00	0.00	53.07
Smith Barney	2.25	0.00	0.00	0.00	0.00	0.00	2.25
Specialty Stone, LLC	0.00	0.00	8,942.47	0.00	0.00	0.00	8,942.47
State Compensation Insurance Fund	0.00	0.00	128.35	0.00	0.00	628.56	756.91
Streb, Tom	0.00	0.00	0.00	2,282.18	0.00	0.00	2,282.18
USPO	75.35	0.00	0.00	0.00	0.00	0.00	75.35
Graham Groneman	0.00	1,076.50	0.00	0.00	0.00	0.00	1,076.50
Harvey Pearlman	0.00	0.00	71.05	390.78	0.00	1,808.40	2,270.23
Jesse Rudnick	0.00	861.20	0.00	0.00	0.00	0.00	861.20
Jose Alcala	0.00	1,076.50	0.00	26.91	0.00	53.83	1,157.24
Juana Gonzales	0.00	0.00	465.06	0.00	0.00	0.00	465.06
Lonna Richmond	0.00	0.00	145.33	0.00	0.00	0.00	145.33
Michael Moore	0.00	1,722.40	0.00	0.00	0.00	0.00	1,722.40
Salvador Gonzales	0.00	0.00	53.83	161.48	0.00	0.00	215.31
Sutton Freebairn-Smith	0.00	533.94	0.00	0.00	0.00	0.00	533.94
Thomas Grady Cousins	0.00	0.00	410.43	470.96	0.00	60.55	941.94
TOTAL	3,625.07	5,495.54	10,862.83	9,984.78	925.00	4,580.06	35,473.28

## Muir Beach Community Services District Bills to be Paid February 2004

Total paid out of the Water Capital Improvements Fund	925.00
Total paid out of the General Fund	34,548.28
	35,473.28
Total paid out of the Rental Security Deposit Trust	1,200.00
Total paid out of the Water Security Deposit Trust	0.00
Total paid out of the Shaffer Medical Trust Fund	350.95
Total checks issues	37,024.23

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the	day of, 2004.
MUIR BEACH COMMUNITY SERVICES DISTRICT	
Maury Ostroff President	Donovan Macfarlane, General Manager

## Muir Beach Community Services District Balance Sheet

### Accrual Basis

As of February 29, 2004

	Feb 29, 04
ASSETS	
Current Assets	
Checking/Savings Fund 428, County General Fund Fund 429, County Investment Fun	-1,704
Capital Improvements	258,208
Fire Station Reserve	14,637
General Investments	80,199
Total Fund 429, County Investment Fun	353,044
Smith Barney Citigroup	
Community Center Deck Roof	8,905
Community Phone Book	75
Firesafe Marin	5,767
General Funds	33,834
Quilters grant receipts	5,000
Rental deposit trust	1,750
Shaffer CalPers Trust	1,487
Water Security Deposit Trust	6,700
West Marin Funds	4,960
Total Smith Barney Citigroup	68,478
Total Checking/Savings	419,818
Accounts Receivable Receivables	16,613
Total Accounts Receivable	16,613
Other Current Assets	
Undeposited Funds	268
Total Other Current Assets	268
Total Current Assets	436,699
Fixed Assets A4048, Office Equipment	537
Total Fixed Assets	537
TOTAL ASSETS	437,236
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Payables	2,959
Total Accounts Payable	2,959
Other Current Liabilities	
R9255R, Refundable deposits	1,750
W1506CPSh Shaffer CalPers Trust	1,487
W9025RD, Security deposits	6,700
Total Other Current Liabilities	9,937
Total Current Liabilities	12,896
Total Liabilities	12,896

## Muir Beach Community Services District Balance Sheet

### Accrual Basis

As of February 29, 2004

	Feb 29, 04
Equity	
Opening Bal Equity	8,871
Retained Earnings	391,324
Net Income	24,144
Total Equity	424,340
TOTAL LIABILITIES & EQUITY	437,236

### Muir Beach Community Services District Statement of Revenues and Expenditures-Summary February 2004

	Feb 04
Ordinary Income/Expense Income Administrative Income Recreational Activities Income Water Capital Improvements Water Operations Income	330 1,250 1,365 5,283
Total Income	8,228
Expense Administrative Expenses Fire Operational Expenses Firesafe Marin Grant Expenses Recreational Expenses Roads & Easements Expenses Water Capital Improve'ts Exp. Water Operating Expenses	3,318 225 5,271 10,863 9,985 925 4,887
Total Expense	35,473
Net Ordinary Income Other Income/Expense Other Income	-27245
Interest Income	45
Total Other Income	45
Net Other Income	45
Net Income	-27201

### Accrual Basis

## Muir Beach Community Services District Statement of Revenues and Expenditures- Detailed

February 2004

	Feb 04
Ordinary Income/Expense Income	
Administrative Income A9001, General Tax Income	330
Total Administrative Income	330
Recreational Activities Income R9255, CC Rental Income R9801, Donations received R9801 Deck Roof	180 700
Total R9801, Donations received	700
R9811, Rec. Programs Income. R9811Bl, Bistro Income R9811CP, Child's Prog. Income R9811TC, Tal Chi Income	142 15 138
Total R9811, Rec. Programs Income.	295
R9834, Phone Book Income	75
Total Recreational Activities Income	1,250
Water Capital Improvements Inco H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	1,320 45
Total H9031, Water Surcharge Income	1,365
Total Water Capital Improvements Inco	1,365
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	-1 39 5,246
Total W9025, Water Service Income	5,283
Total Water Operations Income	5,283
Total Income	8,228
Expense	
Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2121, Miscellaneous Expenses A2129. Gen'l Election Expenses A2130, Mailing & Shipping Exp. A2133, Office Supplies A2137, Copier Maint. Expenses A2479, Travel Expenses A2534, Telephone/Communications	59 2,515 2 250 75 85 123 152 56
Total Administrative Expenses	3,318
Fire Operational Expenses F2117, Administrative Fees	225
Total Fire Operational Expenses	225
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 Chipper Payroll F1404 FICA	4,896 375
Total F2077-Chipper grant program	5,271
Total F2077-Onlyper grant program	

# Muir Beach Community Services District Statement of Revenues and Expenditures- Detailed February 2004

	Feb 04
Total Firesafe Marin Grant Expenses	5,271
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R1701, Work Comp Insurance R2041, Rec. Program Expenses R2041BI, Bistro Expenses	66 863 81 128
Total R2041, Rec. Program Expenses	228
R2117, Administrative Expenses R2534, Pay Telephone Expense R4000 Capital Improvements R4001, Building Improvements	500 53 8,942
Total R4000 Capital Improvements	8,942
Total Recreational Expenses	10,863
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 E4011-Easement Stairs E1404-FICA	363 613 75 1,952 500 4,200 2,120 162
Total E4000 Capital improvements	6,482
Total Roads & Easements Expenses	9,985
Water Capital Improve'ts Exp. H2117, Administrative Fees	925
Total Water Capital Improve'ts Exp.	925
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPHvy	1,587 106 130 307
Total W1506, Medical benefits	307
W1701, Work. Comp.Insurance W2077, Routine Repairs W2117, Adminsitrative Fees W2130, Postage & Shipping W2133, Office Supplies W2479, Travel allowance W2534, Telephone Relay Expense	629 152 1,735 76 30 100
Total Water Operating Expenses	4,887
Total Expense	35,473
Net Ordinary Income	-27,245
Other Income/Expense Other Income Interest Income	45
Total Other Income	45

Muir Beach Community Services District
Statement of Revenues and Expenditures- Detailed
February 2004

	Feb 04
Net Other Income	45
Net Income	-27,201

# Muir Beach Community Services District Revenues and Expenditures Budget vs. Actual Summary July 2003 through February 2004

	Jul '03 - Feb 04	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Administrative Income	28,002	46,600	-18,598	60%
Fire Operations Income	5,933	14,233	-8,300	42%
Firesafe Marin Grant Income	0	15,000	-15,000	0%
Recreational Activities Income	25,042	11,500	13,542	218%
Water Capital Improvements Inco	44,863	78,140	-33,277	57%
Water Operations Income	48,632	73,440	-24,808	66%
Total Income	152,472	238,913	-86,441	64%
Expense				
Administrative Expenses	13,449	18,550	-5,101	73%
Fire Operational Expenses	8,869	14,233	-5,364	62%
Firesafe Marin Grant Expenses	6,993	6,400	593	109%
Recreational Expenses	27,918	27,206	712	103%
Roads & Easements Expenses	20,720	20,823	-103	100%
Water Capital Improve'ts Exp.	2,822	229,522	-226,700	1%
Water Operating Expenses	47,829	80,174	32,345	60%
Total Expense	128,600	396,908	-268,308	32%
Net Ordinary Income	23,872	-157,995	181,867	-15%
Other Income/Expense Other Income				
Interest Income	272			
Total Other Income	272			
Net Other Income	272	0	272	100%
let income	24,144	-157,995	182,139	-15%

# Muir Beach Community Services District Revenues and Expenditures Budget vs. Actual Detailed July 2003 through February 2004

	Jul '03 - Feb 04	Budget	\$ Over Budget	% of Budget
dinary Income/Expense Income				
Administrative Income A9001, General Tax Income A9203, Non Tax Income	28,002	<b>46,200</b> <b>400</b>	-18,198 -400	61% 0%
Total Administrative Income	28,002	46,600	-18,598	60%
Fire Operations Income F9377, West Marin Funds F9763, Fire Assoc. Donations	0 5,933	8,300 5,933	-8,300 0	0% 100%
Total Fire Operations Income	5,933	14,233	-8,300	429
Firesafe Marin Grant Income F9811FM, Grant income	0	15,000	-15,000	0%
Total Firesafe Marin Grant Income	0	15,000	-15,000	0%
Recreational Activities Income R9255, CC Rental Income R9801, Donations received R9801 Deck Roof R9801, Quilters donation receip	7,643 9,430 5,000	9,000	-1,358	85%
Total R9801, Donations received	14,430			
R9811, Rec. Programs Income. R9811BI, Bistro Income R9811CD, Com. Din. Income R9811CP, Child's Prog. Income R9811TC, Tai Chi Income	1,283 400 151 1,060	1,300 200 1,000	-17 -49 60	99% 76% 106%
Total R9811, Rec. Programs Income.	2,895	2,500	395	116%
R9834, Phone Book Income	75			
Total Recreational Activities Income	25,042	11,500	13,542	2189
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Non District Surcharge H9031, Water Surcharge Income - Other	28,683 11,961 0 540	55,900 17,800 540 0	-27,218 -5,839 -540 540	51% 67% 0% 100%
Total H9031, Water Surcharge Income	12,501	18,340	-5,839	68%
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest	1,612 2,067	3,000 900	-1,388 1,167	54% 230%
Total H9377, Interest Earnings	3,679	3,900	-221	94%
Total Water Capital Improvements Inco	44,863	78,140	-33,277	579
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	22 746 47,864	40 900	-18 -154	56% 83%
Total W9025, Water Service Income	48,632	940	47,692	5,174%
W9772, Miscellaneous Income	0	72,500	-72,500	0%
Total Water Operations Income	48,632	73,440	-24,808	669
Total Income	152,472	238,913	-86,441	649
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2059, P & L Insurance A2117, Consulting Admin. Fees A2118, Independent Audit A2121, Miscellaneous Expenses A2129. Gen'l Election Expenses A2130, Mailing & Shipping Exp. A2133, Office Supplies	519 895 6,975 0 289 250 152 197	750 895 7,500 1,200 350 455 100 650	-231 0 -525 -1,200 -61 -205 52 -453	69% 100% 93% 0% 82% 55% 152% 30%

# Muir Beach Community Services District Revenues and Expenditures Budget vs. Actual Detailed July 2003 through February 2004

	Jul '03 - Feb 04	Budget	\$ Over Budget	% of Budget
A2137, Copier Maint. Expenses A2352, County Fees A2479, Travel Expenses A2534, Telephone/Communications A2713, Legal fees	197 518 1,148 1,457 853	0 1,200 2,100 2,850 500	197 -683 -952 -1,393 353	100% 43% 55% 51% 171%
Total Administrative Expenses	13,449	18,550	-5,101	73%
Fire Operational Expenses F2059, P & L Insurance F2117, Administrative Fees F4048, Fire Station Improvement F4827, W. Marin Fund Expenses	3,233 1,800 0 3,836	3,233 2,700 0 8,300	0 -900 0 -4,464	100% 67% 0% 46%
Total Fire Operational Expenses	8,869	14,233	-5,364	62%
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 Chipper Payroll F1404 FICA F2077 Misc. Expenses	6,618 375 0	5,000 400 1,000	1,618 -25 -1,000	132% 94% 0%
Total F2077-Chipper grant program	6,993	6,400	593	109%
Total Firesafe Marin Grant Expenses	6,993	6,400	593	109%
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R1701, Work Comp Insurance R2041, Rec. Program Expenses R2041BI, Bistro Expenses R2041CD, Com. Dinner Expenses	2,370 4,105 568 765 1,934 762	500 4,600 352 1,000 2,800 0	1,870 -496 216 -235 -866 762	474% 89% 161% 77% 69% 100%
R2041CD, Coll. Diffiel Expenses R2041CP, Child's Program Exp. R2041TC, Tai Chi Expenses	0 828	200 900	-200 -72	0% 92%
Total R2041, Rec. Program Expenses	3,524	3,900	-376	90%
R2059, P & L Insurance R2077, Routine Repairs R2097, CC Ground Maintenance R2117, Administrative Expenses R2121, Miscellaneous Expenses R2133, Office Supplies & Stamps R2259, Refuse Removal	903 154 0 4,000 0 10 363	974 1,000 1,000 6,200 100	-71 -846 -1,000 -2,200 -100	93% 15% 0% 65% 0%
R2336, Building Supplies R2534, Pay Telephone Expense R2535, Energy Expenses R2535E, Electrical Expenses R2535G, Butane Gas Expenses R2535, Energy Expenses - Other	414 425 0 383 992	200 700 900 300	-117 214 -275 -900 83	207% 61% 0% 128%
Total R2535, Energy Expenses	1,375	1,200	175	115%
R4000 Capital Improvements				
R4001, Building Improvements  Total R4000 Capital Improvements	8,942 8,942	5,000 5,000	3,942 3,942	179% 179%
Total Recreational Expenses	27,918	27,206		103%
Roads & Easements Expenses	27,310	21,200	7 12	10376
E1028, Maint. Mgr. wages E1073, Extra Hire 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 E4011-Easement Stairs E1404-FICA Total E4000 Capital improvements	2,312 1,594 299 0 423 4,385 4,000 5,425 2,120 162 7,707	1,500 2,000 300 400 423 10,000 6,200	812 -406 -1 -400 0 -5,615 -2,200	154% 80% 100% 0% 100% 44% 65%
				•

## Muir Beach Community Services District Revenues and Expenditures Budget vs. Actual Detailed

July 2003 through February 2004

Total Roads & Easements Expenses   20,720   20,823   -103   100%   Water Capital Improvests Exp.   2,150   3,500   -1,350   61%   12717, Administrative Press   2,150   700   460   34%   12717, Pulliparity Project Improvements   2,150   700   460   34%   12713, Project Improvements   0   200,000   -200,000   0%   1272   12717, Pulliparity Improvements   0   200,000   -200,000   0%   1272   12717, Pulliparity Improvements   0   200,000   -200,000   0%   1272   12717, Administrative Press   0   10,000   -200,000   0%   1272   12717, Administrative Press   0   10,000   -200,000   0%   15,000   0%		Jul '03 - Feb 04	Budget	\$ Over Budget	% of Budget
H2095, P. & L. Insurance   322   322   0   100%   H2117, Administrative Fees   2,150   3,500   1,350   61%   H2133   110   700   -460   34%   H2133, Project Improvements   240   700   -200,000   0%   Total H2713, Project Improvements   0   200,000   -200,000   0%   Total H2713, Project Improvements   0   200,000   -200,000   0%   H4199NP, New Well   0   10,000   -10,000   0%   H4199NP, New Well   0   15,000   -15,000   0%   Total H4199NP, New Well   0   15,000   -15,000   0%   Total Water Capital Improvements   0   25,000   -25,000   0%   Total Water Capital Improvements   0   25,000   -25,000   0%   Water Operating Expenses   11,850   18,000   -6,150   66%   W1073, Extra Hire Wages   11,850   18,000   -6,150   66%   W1073, Extra Hire Wages   469   2,000   -1,531   23%   W1040, FICA   955   1,600   -642   60%   W1050, Medical benefits   0%   0   0   0   0   W1050, Medical benefits   0%   0   0   0   0   0   W1050, Medical benefits   2,230   3,000   -770   74%   W1050, Medical benefits   2,230   3,000   -770   74%   W1050, Medical benefits   2,230   3,000   -770   74%   W1070, Medical benefits   2,230   3,000   -770   74%   W109, Medical benefits   2,230   3,000	Total Roads & Easements Expenses	20,720	20,823	-103	100%
H4169UT, Priority Improvements	H2059, P & L Insurance H2117, Administrative Fees H2133 H2352, County fees H2713, Project Improvements	2,150 110 240	3,500 700	-1,350 -460	61% 34%
H4169NN, New Well	Total H2713, Project Improvements	0	200,000	-200,000	0%
Total Water Capital Improve'ts Exp.         2,822         229,522         -226,700         1%           Water Operating Expenses         W1028, Maint. Mgr. Wages         11,850         18,000         -6,150         66%           W1073, Extra Hire Wages         469         2,000         -1,531         23%           W1404, FICA         956         1,500         -642         60%           W1506, Medical benefits         2,230         3,000         -770         74%           W1506, Medical benefits - Other         0         0         0         0         0%           Total W1506, Medical benefits         2,230         3,000         -770         74%           W1701, Work, Comp. Insurance         4,572         2,000         2,572         229%           W2049, Conferences & Training         400         300         100         133%           W2085, Annual Permit Fee         1,889         1,889         0         100%           W2077, Routine Repairs         920         5,000         -4,080         18%           W2115, Chemicals I Testing         840         3,000         -2,160         28%           W2117, Culrin Repairs         920         10,080         -10,800         0%           W2117,	H4169NW, New Well H4169VR, Valve Replacement		15,000	-15,000	0%
Water Operating Expenses         W1028, Maint. Mgr. Wages         11,850         18,000         -6,150         66%           W1028, Maint. Mgr. Wages         469         2,000         -1,531         23%           W1404, FICA         958         1,500         -642         60%           W1506, Medical benefits         2,230         3,000         -770         74%           W1506, Medical benefits - Other         0         0         0         0         0%           Total W1506, Medical benefits         2,230         3,000         -770         74%           W1701, Work, Comp.Insurance         4,572         2,000         2,572         229%           W2049, Conferences & Training         400         300         100         133%           W2056, Annual Permit Fee         1,889         1,889         0         100%           W2077, Routine Repairs         920         5,000         -4,980         18%           W2115, Chemicals I Testing         840         3,000         -2,160         28%           W2117, Administrative Fees         0         10,800         -10,800         0%           W2117, Administrative Fees         0         10,800         -10,800         0%           W2117, Administrat					<del></del>
W1028, Maint, Mgr. Wages   11,850   18,000   -6,150   66%   W1079, Extra Hire Wages   469   2,000   -1,531   23%   W1404, FICA   958   1,600   -642   60%   W1506, Medical benefits   W1506, Medical benefits   U106, Medical benefits   U107, Merk. Comp. Insurance   U107, Merk.	·	2,822	229,522	-226,700	1%
Total W1506, Medical benefits         2,230         3,000         -770         74%           W1701, Work. Comp. Insurance         4,572         2,000         2,572         229%           W2049, Conferences & Training         400         300         100         133%           W2058, Annual Permit Fee         1,889         1,889         0         100%           W2059, P. & L. Insurance         1,535         1,535         0         100%           W2077, Routine Repairs         920         5,000         -4,080         18%           W2115, Chemicals I Testing         840         3,000         -2,160         28%           W2117, Administrative Fees         0         10,800         -10,800         0%           W2117, Administrative Fees         0         10,800         -7,525         65%           W2121, Miscellaneous Expenses         14,075         21,600         -7,525         65%           W2121, Miscellaneous Expenses         1,090         500         590         218%           W2130, Postage & Shipping         639         800         -161         80%           W2131, Office Supplies         772         750         22         103%           W2325, Contract Services         0	W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPHvy	469 958 2,230	2,000 1,600 3,000	-1,531 -642 -770	23% 60% 74%
W1701, Work. Comp. Insurance         4,572         2,000         2,572         229%           W2049, Conferences & Training         400         300         100         133%           W2058, Annual Permit Fee         1,889         1,889         0         100%           W2059, P & L Insurance         1,535         1,535         0         100%           W2077, Routine Repairs         920         5,000         -4,080         18%           W2115, Chemicals I Testing         840         3,000         -2,160         28%           W2117, Administrative Fees         0         10,800         -10,800         0%           W2117, Administrative Fees         0         10,800         -10,800         0%           W2117, Administrative Fees         14,075         21,600         -7,525         65%           W2121, Miscellaneous Expenses         1,090         500         590         218%           W2130, Postage & Shipping         639         800         -161         80%           W2133, Office Supplies         772         750         22         103%           W2335, Contract Services         0         10,000         -10,000         0%           W2325, Electrical Service         3,995         6,500<	•				
W2117A. Administrative Fees         0         10,800         -10,800         0%           W2117C. Clerical Fees         0         10,800         -10,800         0%           W2117, Administrative Fees         14,075         -10,800         -7,525         65%           W2121, Miscellaneous Expenses         1,090         500         590         218%           W2130, Postage & Shipping         639         800         -161         80%           W2133, Office Supplies         772         750         22         103%           W2325, Contract Services         0         10,000         -10,000         0%           W2379, Travel allowance         1,000         1,200         -200         83%           W2534, Telephone Relay Expense         595         500         95         119%           W2535, Electrical Service         3,995         6,500         -2,505         61%           Total Water Operating Expenses         47,829         80,174         -32,345         60%           Net Ordinary Income         23,872         -157,995         181,867         -15%           Other Income/Expense         272         157,995         181,867         -15%           Other Income         272         272	W1701, Work. Comp.Insurance W2049, Conferences & Training W2058, Annual Permit Fee W2059, P & L Insurance W2077, Routine Repairs W2115, Chemicals I Testing	4,572 400 1,889 1,535 920	2,000 300 1,889 1,535 5,000	2,572 100 0 0 -4,080	229% 133% 100% 100% 18%
W2121, Miscellaneous Expenses       1,090       500       590       218%         W2130, Postage & Shipping       639       800       -161       80%         W2133, Office Supplies       772       750       22       103%         W2325, Contract Services       0       10,000       -10,000       0%         W2479, Travel allowance       1,000       1,200       -200       83%         W2534, Telephone Relay Expense       595       500       95       119%         W2535, Electrical Service       3,995       6,500       -2,505       61%         Total Water Operating Expenses       47,829       80,174       -32,345       60%         Total Expense       128,600       396,908       -268,308       32%         Net Ordinary Income       23,872       -157,995       181,867       -15%         Other Income/Expense       272       -157,995       181,867       -15%         Other Income       272       -272       -272       100%         Net Other Income       272       0       272       100%	W2117A. Administrative Fees W2117C. Clerical Fees	0		•	
W2130, Postage & Shipping       639       800       -161       80%         W2133, Office Supplies       772       750       22       103%         W2325, Contract Services       0       10,000       -10,000       0%         W2479, Travel allowance       1,000       1,200       -200       83%         W2534, Telephone Relay Expense       595       500       95       119%         W2535, Electrical Service       3,995       6,500       -2,505       61%         Total Water Operating Expenses       47,829       80,174       -32,345       60%         Total Expense       128,600       396,908       -268,308       32%         Net Ordinary Income       23,872       -157,995       181,867       -15%         Other Income/Expense       272       -157,995       181,867       -15%         Other Income       272       -272       -272       -272       -272       100%         Net Other Income       272       0       272       100%	Total W2117, Adminsitrative Fees	14,075	21,600	-7,525	65%
Total Expense         128,600         396,908         -268,308         32%           Net Ordinary Income         23,872         -157,995         181,867         -15%           Other Income/Expense Other Income Interest Income         272         272         272         272         272         272         30         272         100%           Net Other Income         272         0         272         100%         272         100%	W2130, Postage & Shipping W2133, Office Supplies W2325, Contract Services W2479, Travel allowance W2534, Telephone Relay Expense	639 772 0 1,000 595	800 750 10,000 1,200 500	-161 22 -10,000 -200 95	80% 103% 0% 83% 119%
Net Ordinary Income         23,872         -157,995         181,867         -15%           Other Income/Expense             Other Income             Interest Income	Total Water Operating Expenses	47,829	80,174	-32,345	60%
Other Income/Expense         272           Other Income         272           Total Other Income         272           Net Other Income         272         0         272         100%	Total Expense	128,600	396,908	-268,308	32%
Other Income Interest Income         272           Total Other Income         272           Net Other Income         272         0         272         100%	Net Ordinary Income	23,872	-157,995	181,867	-15%
Net Other Income 272 0 272 100%	Other Income/Expense Other Income				
	Total Other Income	272			
Net Income 24,144 -157,995 182,139 -15%	Net Other Income	272	0	272	100%
	Met Income	24,144	-157,995	182,139	-15%

### RESOLUTION 2004-03-17-1

A resolution by the Board of Directors of the Muir Beach Community Services District Establishing a Policy for the Management of the Trees, Shrubs and other Vegetation on District Fee Simple and Right of Way Properties.

WHEREAS: The District has the responsibility to manage and preserve the District's lands owned in fee simple and by dedication as roadways and pedestrian ways, for the benefit, safety and welfare of the District residents and as applicable to the general public, and

WHEREAS: The residents have requested the District to preserve the scenic beauty, scenic views, and community ambiance while maintaining, as much as possible, the natural environment, and

WHEREAS: The District receives requests from residents for the pruning, removal or other acceptable horticultural methods, the alteration of existing trees, shrubbery, and vegetation that has grown to such an extent that it blocks, diminishes and/or otherwise detracts from the view, air circulation, and/or sunlight corridor normally existing and enjoyed from their properties, and

WHEREAS: WHEREAS, it is the determination of the District Board of Directors that it is to the benefit of the District, its residents, and the general public to have a reasonable, specific and consistent policy for the management of the trees, shrubs and other vegetation on district fee simple and right of way properties.

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

Section 1: No tree, shrub or other vegetation on District property shall be pruned, removed or otherwise changed from its natural and existing condition without District permission.

Section 2: If a resident desires to have existing plant life, on District property, modified by pruning, cutting, removal, etc. the resident must submit a formal request to the Board to have the request considered during the next available regular meeting of the Board. to be considered, the request must be submitted in writing and include the following:

- a. A general sketch or map illustrating the location and description of specific plant life to be considered by the Board.
- b. All trees, shrubs, etc. should be clearly marked by flagging (such as yellow plastic ribbon flagging), no less than seven days prior to the scheduled meeting date.
- c. If there is some doubt as to the location of the plant life being on District property, the requesting party must furnish the Board with a map of survey prepared by a registered engineer or land surveyor, designating the location of the Districts property and the subject plant life.

d. A report, prepared by a licensed arborist, indicating the suitability of the requested action with respect to the health and structural condition of the subject plant life.

Section 3: Should the Board approve the resident's request, the following minimum conditions shall be applicable:

- a. All work required to complete the resident's request will be performed by properly qualified, licensed and insured individual or company, and provide the District with a copy of insurance that specifically indemnifies the District from any possible damages that may result from the subject action.
- b. The resident shall provide the District with a binding indemnification agreement insuring the District that any damages resulting from the action, within a three (3) year period following the action, including but not limited to:
  - i. The replacement of plant life that dies as a result of the action or deteriorates to an unstable condition of the action. The replacement plant life will be of a size and species recommended by the Muir Beach Garden Club, such as suitable trees or suitable native shrubs of a reasonable height to preserve the intended purpose.
  - ii. The mitigation of land movement, such as erosion, slide, etc. in accord with approved mitigation methodology.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors of the
Muir Beach Community Services District on Wednesday, March 17, 2004

Ayes:			
Noes:			
Absent:			

### MUIR BEACH COMMUNITY SERVICES DISTRICT

MINUTES OF THE BOARD OF DIRECTORS' MEETING HELD ON WEDNESDAY, FEBRUARY 25, 2004

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### CALL TO ORDER

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President Ostroff called the regular meeting of the Muir Beach Community Services District Board of Directors to order at 7:14 pm on Wednesday, February 25, 2004.

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### ROLL CALL

13 14

PRESENT: DIRECTORS: Ostroff, Hills, Shaffer, Kamradt, Rudnick PRESENT: OFFICIALS:

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General Manager Macfarlane, Secretary/Treasurer Mullin

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### REGULAR AGENDA

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### I. Review and consideration of the February 25, 2004 Agenda:

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To approve the Agenda as submitted. MOTION:

22 Moved: Kamradt, seconded by Shaffer

23 Vote:

AYES: Unanimous

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II. National Park Service: Jennifer Vick could not attend; Paul Bignardi reported on the Big Lagoon project on her behalf. The next meeting is scheduled for March 18. The feasibility report will be available on the NPS website the week of March 1, as well as the design review group's final comments letter to the draft feasibility committee. Reports of public comments from the September and October public workshops will also appear with various survey results. Jennifer Vick will be leaving the Park Service on March 19, 2004; however, she will continue to be involved in the Big Lagoon project. With regards to the CTMP, the National Park Service, County of Marin, Caltrans, and California State Parks are working together to see how the needs of the different agencies can be met. Currently, they are working to get a process in place; little progress has been made on the plan itself. The County and the Park Service are engaged on a broader level. They are working on ways to get information to the public to let them know the area is congested. Director Rudnick asked if limiting visitors is complicated. Paul responded that it is, and discussed different ways that it is accomplished in other locales. The General Manager expressed the need to get the Sheriff's Department involved. One member of the audience expressed frustration in that input is received from visitors that come to the area once in their lifetime but there are no representatives from the community on the decision-making committee. Paul informed us that the County decides who sits on the Citizens Advisory Committee.

MRCSD Minutes

February 25, 2004

**AYES: Unanimous** 

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Vote:

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MOTION: To approve the wording of the policy, with the exception of deleting the

reference to tree height in paragraph c(2)(a), as a resolution to be adopted at the

next regular meeting of the Board of Directors.

43 Moved: Shaffer, seconded by Hills

Vote: AYES: Unanimous

- 4. John Sward reported that the stone for the new Community Center steps has been ordered. The General Manager has made a formal request to Supervisor Kinsey's office for the documents required to secure the County grant that was offered.
- 5. The General Manager reported that work is proceeding on the improvements to, and stabilization of, the steeper pedestrian paths. Director Shaffer informed him that the path that runs by the Nygren residence is in need of more gravel.
- C. Water operations: The General Manager reported that two leaks have been repaired. The unaccounted for water loss last month was very high at 21%. One of the leaks was in the line running from the well to the well house and was very difficult to locate. The other was at the pressure control station.
- D. Technical Advisory Committee: Director Kamradt reported that Dick Butler, the western regional manager of the National Marine Fisheries Service, has suggested wording for our adaptive management plan regarding inadvertent fish take. The draft will be looked at by the Technical Advisory Committee and then will come to the Board for approval. As the National Marine Fisheries Service has overriding authority over the National Park Service and the Department of Fish and Game, Mr. Butler's involvement will make it very difficult for our protestants to take issue with the adaptive management plan. The next TAC meeting is scheduled for April 6.
- E. Capital Improvements: Stanley Arciairic of T-Graphic, Inc. reported on a reactor system for water treatment that would reduce chemical content and improve the removal of precipitates while lowering the costs of treatment. It can reduce carcinogens in water by up to 50% and would eliminate the need to buy chemicals. The Board posed several questions which generated the following additional information: An analysis of the water is obtained to determine how clean it is. If the water is clean, no filtering will be required. This is usually the case. The life of the machine should be 10-12 years and parts are replaceable. The scaled-back cost to run is approximately \$320 per month. He will get back to us as to whether the cost includes a maintenance contract. Their list of references of municipalities includes only one site: Lewisville, CO. He did not know the population of Lewisville. This system replaces the need for an oxygen generator and the cost of operation is considerably less. It eliminates chlorine residue and has no waste byproducts.

### F. Recreation:

1. The piano donated by Pam Barlow is now in the Community Center. It was decided that no tuning is needed at this time.

**MBCSD Minutes** 

February 25, 2004

Page 4

1 2		2. The work on the lighting for the Community Center entrance path has been delayed slightly due to inclement weather.
3		dolayed slightly due to interest weather.
4		lic open time: Judith Yamamoto reported that the Greater Muir Beach Neighbors rying to get a seat on the Citizens Community Advisory Committee. They
5 6		ined 157 signatures on a petition and met with Steve Kinsey. In addition they are
7		npting to have a Board member named to the Parklands Taskforce. The Board has
8 9		seat on the CCAC but has not named its member. The CCAC information will be ed to the District's website as soon as it becomes available.
10	Poor	
11	Lisa	Eigsti would like to look at using the childrens room for a Montessori program.
12		last time she explored this, there was an insurance issue. The Board acknowledged
13		since insurance was the only obstacle before, they are fine with allowing her to use
14	the (	Community Center for that purpose if she can obtain appropriate insurance. The
15		eral Manager informed us that the state legislature has passed a law requiring all
16		icipalities to have specific coverage in the event of a terrorist attack and that the
17	polic	cy she obtains must include that coverage.
18	ъ.	ALTERNATION AND AND AND AND AND AND AND AND AND AN
19		ctor Kamradt reported that at the last Big Lagoon meeting she attended, there was a
20		assion about trucking the excavated dirt to Santos Field versus to a site over the hill ad been previously discussed. Usually dirt taken from the vicinity of parking lots is
21 22		idered toxic. She wanted to inform the community of what was being considered.
23	Cons	ideled toxic. She wanted to inform the community of what was being considered.
24	VIII. Revi	iew of minutes:
25	7 2227 240 7	······································
26	MOTION	: To approve the draft minutes of the January 28, 2004 Board of Directors
27		meeting as amended.
28	Moved:	Shaffer, seconded by Hills
29	Vote:	AYES: Unanimous
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31		t meeting date: The next meeting date is confirmed for Wednesday, March 17,
32 33	2004	ł.
33 34	The meeti	ng was adjourned at 9:17 pm.
35	THE IIICUI	ing was adjourned at 9.17 pm.
36	These mir	nutes were approved by the Muir Beach Community Services District Board of
37		during their meeting on
38	_ 1,	
39		
40		
41		
42	Maury Os	troff, Board President Sharon Mullin, Secretary

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# MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, APRIL 21, 2004 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE TO 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, APRIL 21, 2004. TO BEGIN AT APPROXIMATELY 7:00 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

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

- I. President Hills will call the general meeting to order.
- II. Review and consideration of the April 21, 2004 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 March 1 through March 31, 2004.
- V. Fire Department, Emergency Disaster Committee: Chief Sward will update the Board on the Fire Department activities.
- 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. As reported during last month's meeting, we have received one proposal for the District's independent audit. However, subsequent to the meeting two additional firms have indicated an interest in submitting proposals. Their requested information has been forwarded to them, but they have requested additional time for submitting their proposals. All proposals should be received in time for the next meeting. One firm that had indicated an interest, Charles Z. Fedak & Co. has withdrawn their interest for the current time period.
    - 2. Citizen's Advisory Committee for the Comprehensive Transportation Management Plan (C. T. M. P). Director Kamradt will brief the Board on the activities of this committee.
    - 3. The County has notified us that effective with the next fiscal year, they will begin charging for their payroll services. They estimate their fee to be approximately \$3,454 for fiscal year 2004-2005. Sharon Mullin is considering offering to do this activity, or we can solicit other proposals from other companies that offer these services.
  - B. Roads and Easements: There are no specific items for tonight's meeting. Next month, I will submit a list of activities to be completed during the current dry season and items to be continued into the next fiscal year.
  - C. WATER OPERATIONS: In general water operations have been normal and no important repairs have been necessary.
    - 1. Coliform tests taken during March were free of bacteria.
    - 2. Due to the date of tonight's meeting, the data necessary to prepare the table of water operational production, consumption and billing was not available in time to meet the legal deadline for posting the Agenda. Therefore, this data will be included in next month's meeting packet.

#### D. Water Capital Improvements:

- 1. Well volume duration test. During the last meeting this item was discussed, but no decision was made on completing the test.
- 2. I have prepared a suggested map for installing the underground electrical wiring, along with the estimated materials needed. An estimate of the material cost will be ready in time for the meeting (with the exception of the wiring costs
- E. Recreation: There are several items for the community center that need Board consideration
  - 1. Playground fence. I was recently informed that the Herwitz property plans to install a fence between their property and the community center. I have relayed a message that the property corners must be available to determine the proper location. As of this date, this has not been confirmed. As this has some bearing on the repair of the playground fence, no work has been done to repair the fence.
  - 2. It is my understanding that the lighting fixtures for the entry lighting of the community center may be received in time for completion of the lighting prior to the meeting.
  - 3. I have received and completed the final papers for obtaining the \$15,000 County grant for the community center's entry stair renovation. The money should be transferred to the District prior to the next Board meeting. As a matter of general information, I suggested that, due to the increased cost of the stairs, that an increase in the grant would be helpful; however, Director Kinsey said it was not possible at this time.
  - 4. Tree removal: It is my understanding that the recommendations of the Garden Club for replacing the trees to be removed from the community center's easterly property side, will be submitted tonight. If the Board agrees to their recommendation, then a motion to permit the tree removal and replacement, with the trees specified, all at the expense of Mr. Woods should be adopted.

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 March 17, 2004.
- IX. Next meeting date: May 26, 2004 is the fourth Wednesday of next month.

#### ADJOURNMENT OR CONTINUATION

### Muir Beach Community Services District Bills to be Paid

M	a	rch	١2	ሰሰ	۱4
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	Admin	Fire	Rec	Roads	Cap Impr	Water	TOTAL
ABC Consultants, Inc.	953,00	225.00	500.00	500.00	725.00	1,000.00	3,903.00
Alcala, Jose (wages)	0.00	0.00	0.00	67.29	0.00	40.36	107.65
Bell Market	0.00	0.00	13.75	0.00	0.00	0.00	13.75
Brunner, Paul (CC electrical)	0.00	0.00	0.00	0.00	2,367.71	0.00	2,367.71
CalPers	0.00	0.00	0.00	0.00	0.00	306.76	306.76
Cingular Wireless	56.89	0.00	0.00	0.00	0.00	33.44	90.33
Costco	5.99	0.00	18.24	0.00	0.00	0.00	24.23
County of Marin (lab tests)	0.00	0.00	0.00	0.00	0.00	60.00	60.00
Cousins, Thomas (wages)	0.00	0.00	0.00	168.21	0.00	0.00	168.21
Freebairn-Smith, S (chipper wages)	0.00	133.49	0.00	0.00	0.00	0.00	133.49
Gonzales, Juana (wages)	0.00	0.00	310.04	0.00	0.00	0.00	310.04
Gonzales, Salvador (wages)	0.00	0.00	114.38	53.83	0.00	0.00	168.21
Groneman, Graham (FD supplies)	0.00	1,204.26	0.00	0.00	0.00	0.00	1,204.26
Herb's Pool Service	0.00	0.00	0.00	0.00	0.00	47.19	47.19
Home Depot	0.00	0.00	0.00	74.33	0.00	0.00	74.33
Kinko's	194.56	0.00	0.00	0.00	0.00	17.30	211.86
Knox, Nancy (bistro supplies)	0.00	0.00	30.00	0.00	0.00	0.00	30.00
Martin Bros. Supply	0.00	0.00	0.00	241.48	0.00	0.00	241.48
McPhail's	0.00	0.00	100.68	0.00	0.00	0.00	100.68
Mill Valley Auto Parts	0.00	0.00	0.00	0.00	0.00	3.10	3.10
Moore, Michael (chipper wages)	0.00	3,444.80	0.00	0.00	0.00	0.00	3,444.80
Moore, Michael (chipper rep & fuel)	0.00	1,295.76	0.00	0.00	0.00	0.00	1,295.76
Mullin, Sharon	1,895.00	0.00	0.00	0.00	0.00	708.00	2,603.00
Office Max	14.98	0.00	0.00	0.00	0.00	0.00	14.98
Pearlman, Harvey (wages)	0.00	0.00	47.38	473.66	0.00	1,519.13	2,040.17
Public Storage	0.00	0.00	0.00	0.00	0.00	64.00	64.00
Richmond, Lonna (wages)	0.00	0.00	193.78	0.00	0.00	0.00	193.78
SBC	0.00	0.00	53.88	0.00	0.00	0.00	53.88
Specialty Stone (CC steps)	0.00	0.00	0.00	0.00	3,485.63	0.00	3,485.63
Sward, Jes (chipper wages)	0.00	215.30	0.00	0.00	0.00	0.00	215.30
USPO	30.95	0.00	0.00	0.00	3.85	0.00	34.80
Walgreen's	0.00	0.00	0.00	0.00	0.00	2.00	2.00
Western Water Products	0.00	0.00	0.00	0.00	0.00	219.44	219.44
Whole Foods	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTAL	3,151.37	6,518.61	1,382.13	1,578.80	6,582.19	4,020.72	23,233.82

Total paid out of the Water Capital Improvements Fund	725.00
Total paid out of the General Fund	22,508.82
	23,233.82
Total paid out of the Rental Security Deposit Trust	250.00
Total paid out of the Water Security Deposit Trust	0
Total paid out of the Shaffer Medical Trust Fund	350.95
Total checks issues	23,834.77

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the da	ay of, 2004.
MUIR BEACH COMMUNITY SERVICES DISTRICT	
Leighton Hills President	- Donovan Macfarlane, General Manage

### Muir Beach Community Services District Balance Sheet

#### Accrual Basis

As of March 31, 2004

	Mar 31, 04
ASSETS	
Current Assets Checking/Savings	
Fund 428, County General Fund Fund 429, County Investment Fun	18,433
Capital Improvements	258,848
Fire Station Reserve	14,637
General Investments	68,834
Total Fund 429, County Investment Fun	342,319
Smith Barney Citigroup	
Community Center Deck Roof	8,905
Community Phone Book Firesafe Marin	825
General Funds	18,031 39,725
Quilters grant receipts	5,000
Rental deposit trust	3,000
Shaffer CalPers Trust	1,136
Water Security Deposit Trust	6,700
West Mann Funds	4,960
Total Smith Barney Citigroup	88,282
Total Checking/Savings	449,034
Accounts Receivable	
Receivables	11,880
Total Accounts Receivable	11,880
Total Current Assets	460,915
Fixed Assets	
A4048, Office Equipment	537
Total Fixed Assets	537
TOTAL ASSETS	461,451
LIABILITIES & EQUITY Liabilities	
Current Liabilities	
Accounts Payable	
Payables	3,073
Total Accounts Payable	3,073
Other Current Liabilities	
R9255R, Refundable deposits	3,000
W1506CPSh Shaffer CalPers Trust	1,136
W9025RD, Security deposits	6,700
Total Other Current Liabilities	10,836
Total Current Liabilities	13,909
Total Liabilities	13,909
Equity	
Opening Bal Equity	8,871
Retained Earnings	391,324
Net Income	47,347
Total Equity	447,542
TOTAL LIABILITIES & EQUITY	461,451

#### Muir Beach Community Services District Statement of Revenues and Expenditures-Summary March 2004

	Mar 04
Ordinary Income/Expense Income	
Administrative Income	16,084
Fire Operations Income	8,400
Recreational Activities Income	2,064
Water Capital Improvements	1,158
Water Operations Income	4,537
Total Income	32,244
Expense	
Administrative Expenses	3,151
Fire Operational Expenses	1,429
Firesafe Marin Grant Expenses	5,089
Recreational Expenses	4,778
Roads & Easements Expenses	3,947
Water Capital Improve'ts Exp.	729
Water Operating Expenses	3,499
Total Expense	22,622
Net Ordinary Income	9,621
Net Income	9,621

### Muir Beach Community Services District Statement of Revenues and Expenditures- Detailed March 2004

	Mar 04
Ordinary Income/Expense Income	
Administrative Income A9001, General Tax Income	16,084
Total Administrative Income	16,084
Fire Operations Income F9377, West Marin Funds	8,400
Total Fire Operations Income	8,400
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811TC, Tai Chi Income R9811, Rec. Programs Income Other	640 167 178 55
Total R9811, Rec. Programs Income.	399
R9834, Phone Book Income	1,025
Total Recreational Activities Income	2,064
Water Capital Improvements Inco H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	1,113 45
Total H9031, Water Surcharge Income	1,158
Total Water Capital Improvements Inco	1,158
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	4 80 4,453
Total W9025, Water Service Income	4,537
Total Water Operations Income	4,537
Total Income	32,244
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2130, Mailing & Shipping Exp. A2133, Office Supplies A2479, Travel Expenses A2534, Telephone/Communications	201 2,695 31 15 153 57
Total Administrative Expenses	3,151
Fire Operational Expenses F2117, Administrative Fees F4827, W. Mann Fund Expenses	225 1,204
Total Fire Operational Expenses	1,429
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 Chipper Payroll F1404 FłCA F2077 Misc. Expenses	3,524 270 1,296
Total F2077-Chipper grant program	5,089

### Accrual Basis

### Muir Beach Community Services District Statement of Revenues and Expenditures- Detailed March 2004

	Mar 04
Total Firesafe Marin Grant Expenses	5,089
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R1701, Work Comp Insurance R2041, Rec. Program Expenses R2041BI, Bistro Expenses	44 394 47 -92 225
Total R2041, Rec. Program Expenses	225
R2117, Administrative Expenses R2133, Office Supplies & Stamps R2534, Pay Telephone Expense R2535, Energy Expenses R2535G, Butane Gas Expenses	500 18 54 101
Total R2535, Energy Expenses	101
R4000 Capital Improvements R4001, Building Improvements	3,486
Total R4000 Capital Improvements	3,486
Total Recreational Expenses	4,778
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	440 269 54 316 500
Total E4000 Capital improvements	2,368 2,368
Total Roads & Easements Expenses  Water Capital Improve'ts Exp.  H2117, Administrative Fees  H2133	3,947 725 4
Total Water Capital Improve'ts Exp.	729
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPHvy	1,309 38 103 307
Total W1506, Medical benefits	307
W1701, Work. Comp.Insurance W2077, Routine Repairs W2115, Chemicals I Testing W2115C, Chemical Supplies W2115T, Water Quality Tests W2115, Chemicals I Testing - Other	-522 3 47 60 219
Total W2115, Chemicals I Testing	327
W2117, Adminsitrative Fees W2121, Miscellaneous Expenses W2130, Postage & Shipping W2133, Office Supplies W2479, Travel allowance W2534, Telephone Relay Expense	1,585 64 123 19 110 33

#### Muir Beach Community Services District Statement of Revenues and Expenditures- Detailed March 2004

	Mar 04		
Total Water Operating Expenses	3,499		
Total Expense	22,622		
Net Ordinary Income	9,621		
Net Income	9,621		

## Muir Beach Community Services District Revenues and Expenditures Budget vs. Actual Summary July 2003 through March 2004

	Jul '03 - Mar 04	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense			***************************************	
Income				
Administrative Income	44,086	46,600	-2,514	95%
Fire Operations Income	14,333	14,233	100	101%
Firesafe Marin Grant Income	13,860	15,000	-1,140	92%
Recreational Activities Income	27,107	11,500	15,607	236%
Water Capital Improvements Inco	46,021	78,140	-32,119	59%
Water Operations Income	53,169	73,440	-20,271	72%
Total Income	198,575	238,913	-40,338	83%
Expense				
Administrative Expenses	16,721	18,550	-1,829	90%
Fire Operational Expenses	10,361	14,233	-3,872	73%
Firesafe Marin Grant Expenses	12,082	6,400	5,682	189%
Recreational Expenses	32,686	27,206	5,480	120%
Roads & Easements Expenses	24,667	20,823	3,844	118%
Water Capital Improve'ts Exp.	3,551	229,522	-225,971	2%
Water Operating Expenses	51,434	80,174	-28,740	64%
Total Expense	151,501	396,908	-245,407	38%
Net Ordinary Income	47,075	-157,995	205,070	-30%
Other Income/Expense				
Other Income				
Interest Income	272			
Total Other Income	272			
Net Other Income	272	0	272	100%
et Income	47,347	-157,995	205,342	-30%

### Muir Beach Committee Services District Revenues and Expenditures Budget vs. Actual Detailed July 2003 through March 2004

	Jul '03 - Mar 04	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense Income				The state of the s
Administrative Income A9001, General Tax Income A9203, Non Tax Income	44,086 0	46,200 400	-2,114 -400	95% 0%
Total Administrative Income	44,086	46,600	-2,514	95%
Fire Operations Income F9377, West Marin Funds F9763, Fire Assoc. Donations	8,400 5,933	8,300 5,933	100 0	101% 100%
Total Fire Operations Income	14,333	14,233	100	101%
Firesafe Marin Grant Income F9811FM, Grant income Firesafe Marin Grant Income - Other	0 13,860	15,000	-15,000	0%
Total Firesafe Marin Grant Income	13,860	15,000	-1,140	92%
Recreational Activities Income R9255, CC Rental Income R9801, Donations received R9801 Deck Roof R9801, Quilters donation receip	8,283 9,430 5,000	9,000	-718	92%
Total R9801, Donations received	14,430			
R9811, Rec. Programs Income. R9811BI, Bistro Income R9811CD, Com. Din. Income R9811CP, Child's Prog. Income R9811TC, Tai Chi Income R9811, Rec. Programs Income Other	1,450 400 151 1,238 55	1,300 200 1,000	150 -49 238	112% 76% 124%
Total R9811, Rec. Programs Income.	3,294	2,500	794	132%
R9834, Phone Book Income	1,100			
Total Recreational Activities Income	27,107	11,500	15,607	236%
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income	28,683	55,900	-27,218	51%
H9031, Consumption Surcharge H9031, Non District Surcharge H9031, Water Surcharge Income - Other	13,074 0 585	17,800 540 0	-4,726 -540 585	73% 0% 100%
Total H9031, Water Surcharge Income	13,659	18,340	-4,681	74%
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest	1,612 2,067	3,000 900	-1,388 1,167	54% 230%

## Muir Beach Comment, Services District Revenues and Expenditures Budget vs. Actual Detailed July 2003 through March 2004

	Jul '03 - Mar 04	Budget	\$ Over Budget	% of Budget
Total H9377, Interest Earnings	3,679	3,900	-221	94%
Total Water Capital Improvements Inco	46,021	78,140	-32,119	59%
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	26 826 52,317	40 900	-14 -74	66% 92%
Total W9025, Water Service Income	53,169	940	52,229	5,656%
W9772, Miscellaneous Income	0	72,500	-72,500	0%
Total Water Operations Income	53,169	73,440	-20,271	72%
Total Income	198,575	238,913	-40,338	83%
Expense  Administrative Expenses  A2049, Conf., Mtgs. & Dues A2059, P & L Insurance A2117, Consulting Admin. Fees A2118, Independent Audit A2121, Miscellaneous Expenses A2129. Gen'l 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	719 895 9,670 0 299 250 183 212 197 518 1,301 1,624 853	750 895 7,500 1,200 350 455 100 650 0 1,200 2,100 2,850 500	-31 0 2,170 -1,200 -51 -205 83 -438 197 -683 -799 -1,226 353	96% 100% 129% 0% 85% 55% 183% 33% 100% 43% 62% 57% 171%
Total Administrative Expenses	16,721	18,550	-1,829	90%
Fire Operational Expenses F2059, P & L Insurance F2117, Administrative Fees F4048, Fire Station Improvement F4827, W. Marin Fund Expenses	3,233 2,025 0 5,103	3,233 2,700 0 8,300	0 -675 0 -3,197	100% 75% 0% 61%
Total Fire Operational Expenses	10,361	14,233	-3,872	73%
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 Chipper Payroll F1404 FICA F2077 Misc. Expenses	10,142 644 1,296	5,000 400 1,000	5,142 244 296	203% 161% 130%

## Muir Beach Community Services District Revenues and Expenditures Budget vs. Actual Detailed July 2003 through March 2004

	Jul '03 - Mar 04	Budget	\$ Over Budget	% of Budget
Total F2077-Chipper grant program	12,082	6,400	5,682	189%
Total Firesafe Marin Grant Expenses	12,082	6,400	5,682	189%
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R1701, Work Comp Insurance R2041, Rec. Program Expenses	2,414 4,499 615 674	500 4,600 352 1,000	1,914 -101 263 -326	483% 98% 175% 67%
R2041BI, Bistro Expenses R2041CD, Com. Dinner Expenses R2041CP, Child's Program Exp. R2041TC, Tai Chi Expenses	2,159 752 0 828	2,800 0 200 900	-641 752 -200 -72	77% 100% 0% 92%
Total R2041, Rec. Program Expenses	3,739	3,900	-161	96%
R2059, P & L Insurance R2077, Routine Repairs R2097, CC Ground Maintenance R2117, Administrative Expenses R2121, Miscellaneous Expenses R2133, Office Supplies & Stamps R2259, Refuse Removal R2366, Building Supplies R2534, Pay Telephone Expense R2535, Energy Expenses R2535E, Electrical Expenses R2535G, Butane Gas Expenses R2535G, Butane Gas Expenses R2535, Energy Expenses - Other Total R2535, Energy Expenses R4000 Capital Improvements R4001, Building Improvements	903 154 0 4,500 0 29 363 414 479 0 484 992 1,475	974 1,000 1,000 6,200 100 480 200 700 900 300 1,200	-71 -846 -1,000 -1,700 -100 -117 214 -221 -900 184 275	93% 15% 0% 73% 0% 76% 207% 68% 0% 161% 123%
Total R4000 Capital Improvements	12,428	5,000	7,428	249%
Total Recreational Expenses	32,686	27,206	5,480	120%
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	2,752 1,863 353 0 423 4,701 4,500	1,500 2,000 300 400 423 10,000 6,200	1,252 -138 53 -400 0 -5,299 -1,700	183% 93% 118% 0% 100% 47% 73%

### Muir Beach Community Services District Revenues and Expenditures Budget vs. Actual Detailed July 2003 through March 2004

	Jul '03 - Mar 04	Budget	\$ Over Budget	% of Budget
E4001-Easement Lighting E4011-Easement Stairs E1404-FICA	7,793 2,120 162			
Total E4000 Capital improvements	10,075			
Total Roads & Easements Expenses	24,667	20,823	3,844	118%
Water Capital Improve'ts Exp. H2059, P & L Insurance H2117, Administrative Fees H2133 H2352, County fees	322 2,875 114 240	322 3,500 700	0 -625 -460	100% 82% 34%
H2713, Project Improvements H2713CP, System Improvements	0	200,000	-200,000	0%
Total H2713, Project Improvements		200,000	-200,000	0%
H4169UT, Priority Improvements H4169NW, New Well H4169VR, Valve Replacement	0 0	10,000 15,000	-10,000 -15,000	0% 0%
Total H4169UT, Priority Improvements	0	25,000	-25,000	0%
Total Water Capital Improve'ts Exp.	3,551	229,522	-225,971	2%
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPHvy W1506, Medical benefits - Other	13,159 506 1,061 2,537 0	18,000 2,000 1,600 3,000 0	-4,841 -1,494 -539 -463 0	73% 25% 66% 85% 0%
Total W1506, Medical benefits	2,537	3,000	-463	85%
W1701, Work. Comp.Irisurance W2049, Conferences & Training W2058, Annual Permit Fee W2059, P & L Insurance W2077, Routine Repairs W2115, Chemicals I Testing W2115C, Chemical Supplies W2115T, Water Quality Tests	4,050 400 1,889 1,535 933 47 60	2,000 300 1,889 1,535 5,000	2,050 100 0 0 -4,067	203% 133% 100% 100% 19%
W2115, Chemicals I Testing · Other	1,060	3,000	-1,940	35%
Total W2115, Chemicals I Testing	1,167	3,000	-1,833	39%
W2117, Adminsitrative Fees W2117A. Administrative Fees W2117C. Clerical Fees	0 0	10,800 10,800	-10,800 -10,800	0% 0%

## Muir Beach Community Services District Revenues and Expenditures Budget vs. Actual Detailed July 2003 through March 2004

	Jul '03 - Mar 04	Budget	\$ Over Budget	% of Budget
W2117, Adminsitrative Fees - Other	15,660			
Total W2117, Adminsitrative Fees	15,660	21,600	-5,940	73%
W2121, Miscellaneous Expenses W2130, Postage & Shipping W2133, Office Supplies W2325, Contract Services W2479, Travel allowance W2534, Telephone Relay Expense	1,218 762 791 0 1,110 660	500 800 750 10,000 1,200 500	718 -38 41 -10,000 -90 160	244% 95% 105% 0% 93% 132%
W2535, Electrical Service	3,995	6,500	-2,505	61%
Total Water Operating Expenses	51,434	80,174	-28,740	64%
Total Expense	151,501	396,908	-245,407	38%
Net Ordinary Income	47,075	-157,995	205,070	-30%
Other Income/Expense Other Income	272			
Interest Income	272			
Total Other Income	272			
Net Other Income	272	0	272	100%
Net Income	47,347	-157,995	205,342	-30%

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#### MUIR BEACH COMMUNITY SERVICES DISTRICT

MINUTES OF THE BOARD OF DIRECTORS' MEETING HELD ON WEDNESDAY, MARCH 17, 2004

#### CALL TO ORDER

President Ostroff called the regular meeting of the Muir Beach Community Services District Board of Directors to order at 7:10 pm on Wednesday, March 17, 2004 and then turned the meeting over to incoming President Hills.

#### ROLL CALL

PRESENT: DIRECTORS: Ostroff, Hills, Shaffer, Kamradt

ABSENT: DIRECTORS: Rudnick

PRESENT: OFFICIALS: General Manager Macfarlane, Secretary/Treasurer Mullin

#### **REGULAR AGENDA**

#### I. Review and consideration of the March 17, 2004 Agenda:

MOTION: To approve the Agenda with the following changes: 1) move the NPS

presentation to a later spot, and 2) accept a report by Chief Sward.

Moved: Kamradt, seconded by Hills and Shaffer.

AYES: Unanimous Vote:

#### II. Bills to be paid:

MOTION: To approve the report as submitted including a total of \$34,548.28 in General

Fund expenditures, \$925.00 in Water Capital Improvement Fund expenditures, and \$1,550.95 in checks issued from the trust funds, for a total of \$37,024.23 in

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warrants issued.

Moved: Ostroff, seconded by Kamradt

Vote: AYES: Unanimous

III. Fire Department, Emergency Disaster Committee: Chief Sward reported that he and Mike Moore met with several NPS representatives including Brian O'Neil, Alex Naar and Mia Monroe and that the outcome was very positive. They are working on the details of a new agreement to use the dairy facilities. The fire department is continuing to work on obtaining new grants including a federal grant for the purchase of a 5-seat truck which would enable more crew members to be transported to the scene. Currently, many fire crew members must respond in private vehicles.

A discussion regarding the dairy property ensued in which the following points were made: 1) There are grants available specifically for fire stations if we are allowed use of the property; 2) The NPS has money for a new foundation for the main building. We will have input as to how the foundation is constructed in order to provide storage and/or meeting space under the building; 3) The facilities will be multi-purpose for use by the Ocean Riders, the NPS, the fire department and possibly a visitors center.

IV. National Park Service: Paul Bignardi reported. There is a Big Lagoon meeting March 18 at the Bay Model. Jennifer Vick and Carolyn Shoulders will attend. Jen will be leaving her position on March 19. Her initial replacement will be Steve Ortega from Channel Islands National Park. Director Kamradt informed Paul that she read entire feasibility analysis report. She quoted the letter of review which accompanied the feasibility report which read, "It is expected that the Big Lagoon Project will result in lowering the ground water for the community of Muir Beach." She related to Paul that this has never been mentioned before and wants to make sure that the Muir Beach water rights are not affected by any of the alternatives for Big Lagoon. General Manager Macfarlane stressed the importance of the water table issue. There is no room to lower the water table. During summer months, a lower water table will result in endangered species being killed and could subject the MBCSD to \$50,000 per day fines.

Regarding the CTMP: The County is having internal meetings with the Park Service as well as Caltrans and State Parks. They are trading offers at this point. There is a Parklands Transportation Taskforce meeting next week at the Marin County Civic Center which is open to the public. There will be one meeting a month through May on the 4<sup>th</sup> Thursday. Steve Kinsey will be organizing a CCAC meeting soon. Work is continuing on the Intelligent Transportation System (ITS). The goal is to get changeable signs or radios in place for the summer.

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

#### A. Administration:

- 1. We have received an audit proposal from one accounting firm. Another is pending. The General Manager suggested that the Board appoint two members to work with Treasurer Mullin to select a firm.
- 2. Supervisor Kinsey has requested the name of the director the Board is appointing to represent the District on the Citizen's Advisory Committee for the Comprehensive Transportation Management Plan.

MOTION: To name Director Kamradt as the Board's representative with Director Hills as

first alternate and Director Shaffer as second alternate.

Moved: Shaffer, seconded by Ostroff

Vote: AYES: Unanimous

3. The General Manager reported that a new mailbox has been ordered and delivery is expected prior to the end of the month.

#### B. Roads and easements:

- 1. New resident Tom Crawford of 296 Sunset Way requested permission to excavate the area between the road pavement and his property line so he may construct a retaining wall and improve the potential for off-street parking. He began excavation of District property prior to obtaining Board approval. After a lengthy discussion which revealed that the leach field for the property is very close to the area excavated, the Board decided the following: Mr. Crawford must obtain a survey to ensure that the retaining wall will be located entirely on private property; the retaining wall will need a protective barrier to protect against leach field seepage onto the street or into the District's drainage system; this will most likely require a permit from Marin County Environmental Health; the District will retain control of the right-of-way and any parking created will be public parking; the new parking created will not be treated as off-street parking in any further request for approval; he cannot block the driveway to Spindrift Point. At this point Mr. Crawford stated that he was inclined to abandon the project and correct any problems he may have created. He agreed to work with General Manager Macfarlane to determine how best to restore the property to District standards.
- 2. After a brief discussion, the Board amended Section 3(b)(i) of District Resolution 03-17-07-1 formalizing the District policies for the planting, trimming, removal, etc. of trees, shrubs and other vegetation on District fee simple and right-of-way properties to read, "... a size and species as recommended by the Muir Beach Community Services District Board of Directors."

MOTION: To approve District Resolution 03-17-07-1 as amended.

Moved: Kamradt, seconded by Shaffer

Vote: AYES: Unanimous

C. Water operations: General Manager Macfarlane reported on water operations.

#### D. Capital Improvements:

1. Due to County requirements and the delay in sealing the old abandoned State Park well, the final durable flow testing of the new well was not performed. It was decided that Directors Ostroff and Hills would head up a capital improvements task force to work with the General Manager to move some of these capital improvements forward. The task force will also work on the electrical issues at the well site.

2	2. Director Shaffer spoke with Dave Elliot of the Muir Beach Volunteer
	Fireman's Association. The bridge at the BBQ grounds is in very bad
	condition. It was decided that if it is not repaired, it will not be used for the
	May 30 BBQ fundraiser. It was further decided that there would be a single
	item meeting between Directors Ostroff and Hills, General Manager
	Macfarlane, Sharon Mullin and John Sward to decide what needs to be done
	and how best to accomplish it.
E Re	ecreation:
2. 200	
	1. The lighting for the Community Center entrance path is almost complete.
,	2. Parts of the playground fence have come down. The Board expressed interest
·	in repairing it and possibly moving it closer to the property line. Directors
	Hills and Shaffer will look at the fence and make a determination.
VI Public (	open time: Karla Andersdatter reported on an email she received from Herb Case
	sting Monterey cypress, mycopsis, native plum, and/or ceanothus be used to
-	te the trees cut across from the Community Center.
Nina '	White thanked the Board for their part in her negotiations to name White Way.
VII. Revie	w of minutes:
MOTION:	To approve the draft minutes of the February 25, 2004 Board of Directors
	meeting as submitted.
Moved:	Kamradt, seconded by Shaffer
Vote:	AYES: Unanimous
VIII. <b>Next</b> 1 2004.	meeting date: The next meeting date is confirmed for Wednesday, April 21,
The meeting	g was adjourned at 9:06 pm.
	ites were approved by the Muir Beach Community Services District Board of
Directors, d	luring their meeting on
•	
Leighton H	ills, Board President Sharon Mullin, Secretary

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#### MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, JUNE 23, 2004 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE TO BEGIN AT 6:30 P.M.

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# AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR BOARD MEETING ON WEDNESDAY, JUNE 23, 2004. TO BEGIN AT APPROXIMATELY 6:30 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

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

- I. President Hills will call the general meeting to order,
- II. Review and consideration of the June 23, 2004 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"
- Ш. Doug Whitmeyer, County of Marin Transportation Planner, will give a brief presentation on the Comprehensive Transportation Management Plan and respond to questions submitted to him by e-mail.
- National Park Service: Representatives from the National Park Service (N. P. S.) will offer IV. information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community.
- V. Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the May 1 through May 31, 2004 period.
- VI. Fire Department, Emergency Disaster Committee: Chief Sward will update the Board on the Fire Department activities.
- 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: Administrative activities have been normal. The following specific items A. require Board consideration:
    - President Hills, Director Ostroff, Secretary Mullin and I meet with one of the firms interested in doing the District's independent audit. However, as the meeting with the remaining two firms is not scheduled until Thursday, June 24, 2004 it is premature to 1. make any determination or recommendation to the Board.
    - Budget for the next fiscal year. The Budget committee has made some preliminary considerations. The G. M. will prepare a draft budget for the general expenditures, and 2. the Capital Improvements Committee will meet to detail the planned capital improvements. The draft budget will be presented for the Board's consideration during the July meeting.
    - 3. Citizen's Advisory Committee for the Comprehensive Transportation Management Plan (C. T. M. P). Director Kamradt will brief the Board on the activities of this committee.
    - 4. Payroll service. I have contacted Paychex and PayCycle to get cost estimates for their services. During the interim, Marin County has indicated that the are willing to discuss a lower fee, by as much as 40%. As of this time this has not been confirmed, but if it is the fee would be reduced to approximately \$2,000. I have not received the final cost estimate from Paychex, but should have in time for the meeting. PayCycle's is an internet service that does all the calculations for payroll and tax filings but requires the District to download and print the checks, etc.. Their service is less than \$50 per month for up to 25 employees. The monthly billing varies from a minimum of \$39.95 (4 employees) to \$49.95 (25 employees), for a bi-monthly payroll.
  - Roads and Easements: President Hills, Director Shaffer, Harvey and I inspected the areas of В. Sunset Way marked for repairs. There was general agreement on the need for the repairs on the areas marked, but to decrease the cost by minimizing the work to be done to something that will

last for one to two years versus the original repair standard requiring excavation and base replacement. I contacted the two firms offering the previous proposals W. K. Mc Lellan Co. reduced their price to \$4,504 to place asphalt skin patches 1.5 to 2.5 inches in depth over the existing pavement repair areas. This work is specifically a temporary fix and not guaranteed. Pimentel Paving lowered proposal to \$8,000 to include grinding the existing asphalt areas, then grade and compact the grindings to use as base rock and then cover the areas with 3" of asphalt. Pimentel was not interested in a simple overlay as they did not feel it was adequate.

- C. WATER OPERATIONS: In general water operations have been normal and no important repairs have been necessary.
  - 1. Coliform tests taken during May were free of bacteria.
  - 2. Gross water billing for the 04/16/04 through 05/16/04 billing period totaled \$6,762.12 including \$6,722.71 in water service charges, \$37.81 in late payment penalties, and 1.60 in interest charges. The monthly consumption surcharge for this period totaled \$1,700.80

The table below tabulates the water production for the period April 16, 2004 to May 16, 2004. Total volume of water measured through the master meter = 900,570 gallons Average daily pumping rate 29,498 gallons Highest pumping day was on 4/27/04 and volume pumped = 43,850 gallons Lowest pumping day was on 4/16/04 and volume pumped<sup>1</sup> = 0 gallons Total volume billed through service meters = 884,945 gallons Gross unaccounted for water loss = 15,625 gallons Estimated un-metered maintenance use 500 gallons Estimated leak repair losses 5,000 gallons Net unaccounted for water loss 1.12%) 10,125 gallons Average daily customer consumption per meter = 107 gallons Average service billing = \$43.19

3. It should be noted that the water consumption increased by almost 4% versus the March-April period. The May water billing included a water conservation alert notice encouraging residents to begin their efforts to minimize unessential water use.

#### D. Water Capital Improvements:

- 1. The existing well is declining in production capacity and is currently pumping less than 30's gallons per minute. With consumption of almost 29,000 gallons per day we are very close to not being able to maintain equality without substantially increasing the pumping hours. For this reason, I have suggested that we install a pump (we have one on hand) in the new well (as a temporary measure) along with the piping and electrical work needed to activate the pump using the current methodology, the estimated cost for this is less than \$10,000, which will essentially be offset by avoiding the well duration test, while the piping and electrical service will used in the final well site improvements. This will enable the existing well to be renovated to increase its production capacity to its normal rate.
- 2. Detailed capital improvements will be recommended by the committee during the July meeting.

The zero production day resulted from a failure of the pump control to activate the pump.

- E. Recreation: There are several items for Board consideration
  - 1. As per the Board's desire expressed during the last meeting, letters have been mailed to the residents of lower Starbuck Drive, notifying them of the intent to reinstall the basketball facility on the cull de sac. Also, as per the Board's request, this Agenda item to consider resident input concerning the installation of the basketball facility will serve as the general community notice.
  - 2. As per the Board's approval, Mr. Wood was notified of the approval to remove the seven trees, subject to the condition that he replace them with trees recommended by the Garden Club, following the removal of the trees and their inspection of the are to determine the need for replacement.
  - 3. We have received a formal request to consider the installation of an under sink filter system for the community center's kitchen sink water supply. The estimated cost of a system is approximately \$150 plus the cost for Harvey to install it. Annual maintenance cost is estimated to be less than \$200. Maintenance is essential to avoid filter contaminants from unclean filters.

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

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

#### **PUBLIC INPUT**

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

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

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

- IX. Review of the draft minutes for the general meeting held on May 26, 2004.
- X. Next meeting date: July 283, 2004 is the fourth Wednesday of next month. However, I respectfully request the meeting be delayed until Wednesday, August 4, 2004. My daughter is scheduled for serious surgery on July 22. I will be in S. California during the operation and may not be able to prepare properly for the meeting and the Board information.

#### ADJOURNMENT OR CONTINUATION

### Muir Beach Community Services District Bills to be Paid May 2004

	TOTAL	Admin	_ Cap Impr_	Fire	Rec	Roads	Water
ABC Consultants, Inc.	3,948.00	998.00	725.00	225.00	500.00	500.00	1,000.00
Golden State Lumber - deck roof	2,554.15	0.00	2,554.15	0.00	0.00	0.00	0.00
Mullin, Sharon	1,955.00	1,490.00	0.00	0.00	0.00	0.00	465.00
Pearlman, Harvey	1,732.29	0.00	0.00	0.00	189.46	71.05	1,471.78
Sward, Jes - chipper program	1,362.85	0.00	0.00	1,362.85	0.00	0.00	0.00
Banducci, Amadeo - chipper program	1,233.67	0.00	0.00	1,233.67	0.00	0.00	0.00
Moore, Michael - easement stairs (Jan)	1,177.69	0.00	1,177.69	0.00	0.00	0.00	0.00
State Compensation Insurance Fund	820.52	0.00	0.00	0.00	65.42	0.00	755.10
Rudnick, Jesse - chipper program	798.76	0.00	0.00	798.76	0.00	0.00	0.00
Groneman, Graham - chipper program	727.71	0.00	0.00	727.71	0.00	0.00	0.00
Wang, Emiko - tai chi (4 months)	544.00	0.00	0.00	0.00	544.00	0.00	0.00
PG&E	470.20	0.00	0.00	0.00	58.38	0.00	411.82
Gonzalez, Salvador	390.24	0.00	0.00	0.00	148.03	148.02	94.19
Gonzalez, Juana	387.54	0.00	0.00	0.00	387.54	0.00	0.00
CalPers	306.76	0.00	0.00	0.00	0.00	0.00	306.76
Richmond, Lonna	242.22	0.00	0.00	0.00	242.22	0.00	0.00
Alcala, Jose	220.68	0.00	0.00	220.68	0.00	0.00	0.00
Marin County Treasurer - Tax Collector	220.00	220.00	0.00	0.00	0.00	0.00	0.00
SBC	201.77	106.94	0.00	62.87	0.00	0.00	31.96
Smith Barney - annual fee	150.00	150.00	0.00	0.00	0.00	0.00	0.00
Costco	141.80	141.80	0.00	0.00	0.00	0.00	0.00
Cingular Wireless	90.95	56.51	0.00	0.00	0.00	0.00	34.44
Kinko's	84.18	84.18	0.00	0.00	0.00	0.00	0.00
Public Storage	64.00	0.00	0.00	0.00	0.00	0.00	64.00
SBC 9969	53.88	0.00	0.00	0.00	53.88	0.00	0.00
USPO	49.00	49.00	0.00	0.00	0.00	0.00	0.00
Herb's Pool Service	47.19	0.00	0.00	0.00	0.00	0.00	47.19
America Online	43.80	43.80	0.00	0.00	0.00	0.00	0.00
Knox, Nancy	42.50	0.00	0.00	0.00	42.50	0.00	0.00
Pearlman, Harvey - V	41.80	0.00	0.00	0.00	0.00	41.80	0.00
County of Marin, HHS Public Health Lab	30.00	0.00	0.00	0.00	0.00	0.00	30.00
Goodman Building Supply	18.02	0.00	0.00	0.00	0.00	18.02	0.00
Bell Market	8.45	0.00	0.00	0.00	8.45	0.00	0.00
∰Woodlands Market	7.20	0.00	0.00	0.00	7.20	0.00	0.00
Whole Foods	3.78	0.00	0.00	0.00	3.78	0.00	0.00
TOTAL	20,170.60	3,340.23	4,456.84	4,631.54	2,250.86	778.89	4,712.24

### Muir Beach Community Services District Bills to be Paid May 2004

725.00 19,445.60
20,170.60
0.00
100.00
350.95
20,621.55

The above bills were approved for paymen	t by the Muir Beach Community Services District Board of Directors on the _	day of	_, 2004.
	MUIR BEACH COMMUNITY SERVICES DISTRICT		
Leighton Hills President		Donovan Macfarlane	General Manager

### Muir Beach Community Services District Balance Sheet

#### Accrual Basis

As of May 31, 2004

	May 31, 04
ASSETS Current Assets	
Checking/Savings Fund 428, County General Fund Fund 429, County Investment Fun	19,566
Capital Improvements Fire Station Reserve General Investments	262,010 14,637 88,317
Total Fund 429, County Investment Fun	364,964
Cash on Hand Smith Barney Citigroup Community Center Deck Roof Community Phone Book Firesafe Marin General Funds Quilters grant receipts Rental deposit trust Shaffer CalPers Trust Water Security Deposit Trust West Marin Funds	8,905 831 8,075 59,094 5,000 3,700 434 6,800 4,960
Total Smith Barney Citigroup	97,798
Total Checking/Savings	482,373
Accounts Receivable Receivables	15,261
Total Accounts Receivable	15,261
Other Current Assets Undeposited Funds	75
Total Other Current Assets	75
Total Current Assets	497,709
Fixed Assets A4048, Office Equipment	537
Total Fixed Assets	537
TOTAL ASSETS	498,246
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable	
Payables	5,325
Total Accounts Payable	5,325
Other Current Liabilities R9255R, Refundable deposits W1506CPSh Shaffer CalPers Trust W9025RD,Water Security deposits	3,700 434 6,800
Total Other Current Liabilities	10,934
Total Current Liabilities	16,259
Total Liabilities	16,259

### Muir Beach Community Services District Balance Sheet

#### Accrual Basis

As of May 31, 2004

	May 31, 04
Equity Opening Bal Equity Retained Earnings Net Income	6,731 391,315 83,941
Total Equity	481,987
TOTAL LIABILITIES & EQUITY	498,246

#### Muir Beach Community Services District Statement of Revenues and Expenditures-Summary May 2004

	May
Ordinary Income/Expense Income	
Administrative Income	773
Recreational Activities Income	343
Roads & Easements Income	15,000
Water Capital Improvements	1,651
Water Operations Income	6,628
Total Income	24,394
Expense	
Administrative Expenses	3,340
Fire Operational Expenses	288
Firesafe Marin Grant Expenses	4,344
Recreational Expenses	4,847
Roads & Easements Expenses	1,915
Water Capital Improve'ts Exp.	725
Water Operating Expenses	4,712
Total Expense	20,171
Net Ordinary Income	4,224
Other Income/Expense Other Income	
Interest Income	39
Total Other Income	39
Net Other Income	39
Net Income	4,263

#### Accrual Basis

#### Muir Beach Community Services District Statement of Revenues and Expenditures- Detailed May 2004

	May 04
Ordinary Income/Expense	
Income Administrative Income A9001, General Tax Income Administrative Income - Other	748 25
Total Administrative Income	773
Recreational Activities Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811TC, Tai Chi Income	191 135
Total R9811, Rec. Programs Income.	326
R9834, Phone Book Income	17
Total Recreational Activities Income	343
Roads & Easements Income E9772, Road & Esm't Income E9772 Donations	15,000
Total E9772, Road & Esm't Income	15,000
Total Roads & Easements Income	15,000
Water Capital Improvements Inco H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Non District Surcharge	1,606 45
Total H9031, Water Surcharge Income	1,651
Total Water Capital Improvements Inco	1,651
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	2 38 6,523
Total W9025, Water Service Income	6,563
W9772, Miscellaneous Income Water Operations Income · Other	50 15
Total Water Operations Income	6,628
Total Income	24,394
Expense  Administrative Expenses  A2049, Conf., Mtgs. & Dues  A2117, Consulting Admin. Fees  A2121, Miscellaneous Expenses  A2130, Mailing & Shipping Exp.  A2133, Office Supplies  A2479, Travel Expenses  A2534, Telephone/Communications  A2713, Legal fees	97 2,290 150 49 129 198 207 220
Total Administrative Expenses	3,340
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	

#### Muir Beach Community Services District Statement of Revenues and Expenditures- Detailed May 2004

	May 04	
F1073 Chipper Payroll F1404 FICA	4,035 309	
Total F2077-Chipper grant program	4,344	<u> </u>
Total Firesafe Marin Grant Expenses	4	4,344
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	176 498 69 65 287 544	} •
Total R2041, Rec. Program Expenses	831	
R2117, Administrative Expenses R2366, Building Supplies R2534, Pay Telephone Expense R2535, Energy Expenses R2535E, Electrical Expenses	500 42 54 58	!
Total R2535, Energy Expenses	58	}
R4000 Capital Improvements R4001, Building Improvements	2,554	
Total R4000 Capital Improvements	2,554	
Total Recreational Expenses	4	4,847
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E2077, Road & Easement Repairs E2117, Administrative Fees E4000 Capital improvements E4011-Easement Stairs E1404-FICA	66 138 16 18 500 1,094 84	
Total E4000 Capital improvements	1,178	
Total Roads & Easements Expenses	•	1,915
Water Capital Improve'ts Exp. H2117, Administrative Fees	725	<b>i</b>
Total Water Capital Improve'ts Exp.		725
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPHvy	1,265 88 103 307	}
Total W1506, Medical benefits	307	,
W1701, Work. Comp.Insurance W2115, Chemicals I Testing W2115C, Chemical Supplies W2115T, Water Quality Tests	755 47 30	i
Total W2115, Chemicals I Testing	77	
W2117, Adminsitrative Fees W2121, Miscellaneous Expenses W2479, Travel allowance	1,465 64 110	70 10 000

Accrual Basis

#### Muir Beach Community Services District Statement of Revenues and Expenditures- Detailed May 2004

	May 04
W2534, Telephone Relay Expense W2535, Electrical Service	66 412
Total Water Operating Expenses	4,712
Total Expense	20,171
Net Ordinary Income	4,224
Other Income/Expense Other Income Interest Income	39
Total Other income	39
Net Other Income	39
Net Income	4,263

### Muir Beach Community Services District Revenues and Expenditures Budget vs. Actual Summary July 2003 through April 2004

	Jul '03 - Apr 04	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Administrative Income	62,808	46,600	16,208	135%
Fire Operations Income	14,333	14,233	100	101%
Firesafe Marin Grant Income	13,860	15,000	-1,140	92%
Recreational Activities Income	27,652	11,500	16,152	240%
Water Capital Improvements Inco	69,541	78,140	-8,599	89%
Water Operations Income	59,060	73,440	-14,380	80%
Total Income	247,254	238,913	8,341	103%
Expense				
Administrative Expenses	20,262	18,550	1,712	109%
Fire Operational Expenses	10,712	14,233	-3,521	75%
Firesafe Marin Grant Expenses	13,902	6,400	7,502	217%
Recreational Expenses	34,402	27,206	7,196	126%
Roads & Easements Expenses	26,235	20,823	5,412	126%
Water Capital Improve'ts Exp.	4,356	229,522	-225,166	2%
Water Operating Expenses	58,038	80,174	-22,136	72%
Total Expense	167,906	396,908	-229,002	42%
Net Ordinary Income	79,348	-157,995	237,343	-50%
Other Income/Expense Other Income				
Interest Income	330			
Total Other Income	330			
Net Other Income	330	0	330	100%
let Income	79,678	-157,995	237,673	-50%

### Muir Beach Community Services District Revenues and Expenditures Budget vs. Actual Detailed July 2003 through April 2004

•	Jul '03 - Apr 04	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense Income				,
Administrative Income A9001, General Tax Income A9203, Non Tax Income	62,808 0	46,200 400	16,608 -400	136% 0%
Total Administrative Income	62,808	46,600	16,208	135%
Fire Operations Income F9377, West Marin Funds F9763, Fire Assoc. Donations	8,400 5,933	8,300 5,933	100 0	101% 100%
Total Fire Operations Income	14,333	14,233	100	101%
Firesafe Marin Grant Income F9811FM, Grant income	13,860	15,000	-1,140	92%
Total Firesafe Marin Grant Income	13,860	15,000	-1,140	92%
Recreational Activities Income R9255, CC Rental Income R9801, Donations received R9801 Deck Roof R9801, Quilters donation receip	8,453 9,430 5,000	9,000	-548	94%
Total R9801, Donations received	14,430			
R9811, Rec. Programs Income. R9811BI, Bistro Income R9811CD, Com. Din. Income R9811CP, Child's Prog. Income R9811TC, Tai Chi Income	1,650 400 151 1,468	1,300 200 1,000	350 -49 468	127% 76% 147%
Total R9811, Rec. Programs Income.	3,669	2,500	1,169	147%
R9834, Phone Book Income	1,100			
Total Recreational Activities Income	27,652	11,500	16,152	240%
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Non District Surcharge	49,543 14,550 630	55,900 17,800 540	-6,358 -3,250 90	89% 82% 117%
H9031, Water Surcharge Income - Other	0	0	0	0%
Total H9031, Water Surcharge Income	15,180	18,340	-3,160	83%
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest	2,752 2,067	3,000 900	-2 <b>4</b> 8 1,167	92% 230%
Total H9377, Interest Earnings	4,819	3,900	919	124%
Total Water Capital Improvements Inco	69,541	78,140	-8,599	89%
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill Interst W9025LP, Late pay penaity W9025, Water Service Income - Other	30 912 58,118	<b>4</b> 0 900	-10 12	75% 101%
Total W9025, Water Service Income	59,060	940	58,120	6,283%
W9772, Miscellaneous Income	0	72,500	-72,500	0%
Total Water Operations Income	59,060	73,440	-14,380	80%
Total Income	247,254	238,913	8,341	103%
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2059, P & L Insurance A2117, Consulting Admin. Fees A2118, Independent Audit A2121, Miscellaneous Expenses A2129. Gen'l Election Expenses A2130, Mailing & Shipping Exp.	725 895 12,415 0 325 250 183	750 895 7,500 1,200 350 455 100	-25 0 4,915 -1,200 -26 -205	97% 100% 166% 0% 93% 55%
A2133, Office Supplies	212	650	Pass 13 of	f 20 33%

### Muir Beach Community Services District Revenues and Expenditures Budget vs. Actual Detailed July 2003 through April 2004

	Jul '03 - Apr 04	Budget	\$ Over Budget	% of Budget
A2137, Copier Maint, Expenses	197	0	197	100%
A2352, County Fees	868	1,200	-332	72%
A2479, Travel Expenses	1,439	2,100	-661	69%
A2534, Telephone/Communications	1,900	2,850	-950	67%
A2713, Legal fees	853	500	<u>353</u> _	171%
Total Administrative Expenses	20,262	18,550	1,712	109%
Fire Operational Expenses	0.000	0.000		40004
F2059, P & L Insurance	3,233	3,233	0	100%
F2117, Administrative Fees	2,250 0	2,700 0	-450 0	83% 0%
F4048, Fire Station Improvement F4827, W. Marin Fund Expenses	5,229	8,300	-3,071	63%
Total Fire Operational Expenses	10,712	14,233	-3,521	75%
Firesafe Marin Grant Expenses				
F2077-Chipper grant program				
F1073 Chipper Payroll	11,832	5,000	6,832	237%
F1404 FICA	773	400	373	193%
F2077 Misc. Expenses	1,296	1,000	296	130%
Total F2077-Chipper grant program	13,902	6,400	7,502	217%
Total Firesafe Marin Grant Expenses	13,902	6,400	7,502	217%
Recreational Expenses	0.400	500	4 000	4000
R1028, Maint. Mgr. Wages	2,480	500	1,980	496%
R1073, Janitorial wages	4,877	4,600	277	106%
R1404, FICA	666	352	314	189%
R1701, Work Comp Insurance	865	1,000	-135	86%
R2041, Rec. Program Expenses	0.400	2 <b>2</b> 00	202	070/
R2041BI, Bistro Expenses	2,438	2,800	-362 750	87%
R2041CD, Com. Dinner Expenses	752	0	752	100%
R2041CP, Child's Program Exp.	0	200 900	-200 -72	0% 92%
R2041TC, Tai Chi Expenses	828			
Total R2041, Rec. Program Expenses	4,019	3,900	119	103%
R2059, P & L Insurance	903	974	-71	93%
R2077, Routine Repairs	227	1,000	-773	23%
R2097, CC Ground Maintenance	0	1,000	-1,000	0%
R2117, Administrative Expenses	5,000	6,200	-1,200	81%
R2121, Miscellaneous Expenses	0 29	100	-100	0%
R2133, Office Supplies & Stamps	29 484	480	4	101%
R2259, Refuse Removal	414	200	4 214	207%
R2366, Bullding Supplies R2534, Pay Telephone Expense	533	700	-167	76%
R2535, Energy Expenses	555	700	-107	7070
R2535E, Electrical Expenses	994	900	94	110%
R2535G, Butane Gas Expenses	484	300	184	161%
Total R2535, Energy Expenses	1,478	1,200	278	123%
R4000 Capital Improvements R4001, Building Improvements	12,428	5,000	7,428	249%
Total R4000 Capital Improvements	12,428	5,000	7,428	249%
Total Recreational Expenses	34,402	27,206	7,196	126%
Roads & Easements Expenses	5.,1.52	,	.,,	574
E1028, Maint. Mgr. wages	2,961	1,500	1,461	197%
E1073, Extra Hire Wages	2,050	2,000	50	103%
E1404, FICA	383	300	83	128%
E1701, Work's. Comp. Insurance	0	400	-400	0%
E2059, P & L Insurance	423	423	0	100%
E2077, Road & Easement Repairs	4,776	10,000	-5,224	48%
E2117, Administrative Fees	5,000	6,200	-1,200	81%
E4000 Capital improvements	-,	- <b>,</b>		
E4001-Easement Lighting	7,793			
E4011-Easement Stairs	2,646			
E1404-FICA	202			
Total E4000 Capital improvements	10,641			
Total E4000 Capital Improvements	10,041		Page 14 of	f 20
			1 age 14 01	20

	Jul '03 - Apr 04	Budget	\$ Over Budget	% of Budget
Total Roads & Easements Expenses	26,235	20,823	5,412	126%
Water Capital Improve'ts Exp. H2059, P & L Insurance H2177, Administrative Fees	322 3,600	322 3,500	0 <b>100</b>	100% 103%
H2133 H2352, County fees H2713, Project Improvements	114 320	700	-380	46%
H2713CP, System Improvements	0	200,000	-200,000	0%
Total H2713, Project Improvements	0	200,000	-200,000	0%
H4169UT, Priority Improvements H4169NW, New Well H4169VR, Valve Replacement	0	10,000 15,000	-10,000 -15,000	0% 0%
Total H4169UT, Priority Improvements		25,000	-25,000	0%
Total Water Capital Improve'ts Exp.	4,356	229,522	-225,166	2%
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FiCA W1506, Medical benefits W1506CPHvy W1506, Medical benefits - Other	14,424 506 1,158 2,844 0	18,000 2,000 1,600 3,000 0	-3,576 -1,494 -442 -156 0	80% 25% 72% 95% 0%
Total W1506, Medical benefits	2,844	3,000		95%
W1701, Work. Comp.Insurance W2049, Conferences & Training W2058, Annual Permit Fee W2059, P & L Insurance W2077, Routine Repairs W2115, Chemicals I Testing W2115C, Chemical Supplies	7,242 200 1,889 1,535 933	2,000 300 1,889 1,535 5,000	5,242 -100 0 0 -4,067	362% 67% 100% 100% 19%
W2115T, Water Quality Tests W2115, Chemicals I Testing - Other	360 0	3,000	-3,000	0%
Total W2115, Chemicals I Testing	1,197	3,000	-1,803	40%
W2117, Adminsitrative Fees W2117A. Administrative Fees W2117C. Clerical Fees	9,650 7,370	10,800 10,800	-1,150 -3,430	89% 68%
Total W2117, Adminsitrative Fees	17,020	21,600	-4,580	79%
W2121, Miscellaneous Expenses W2130, Postage & Shipping W2133, Office Supplies W2325, Contract Services W2479, Travel allowance W2534, Telephone Relay Expense W2535, Electrical Service	1,295 836 791 0 1,220 759 4,189	500 800 750 10,000 1,200 500 6,500	795 36 41 -10,000 20 259 -2,311	259% 105% 105% 0% 102% 152% 64%
Total Water Operating Expenses	58,038	80,174	-22,136	72%
Total Expense	167,906	396,908	-229,002	42%
Net Ordinary Income	79,348	-157,995	237,343	-50%
Other Income/Expense Other Income	70,010	,0,,,000	_0,,0.0	30,0
Interest Income	330			
Total Other Income	330			
Net Other Income	330	0	330	100%
Come	79,678	-157,995	237,673	-50%

#### MUIR BEACH COMMUNITY SERVICES DISTRICT 1 2 MINUTES OF THE BOARD OF DIRECTORS' MEETING 3 HELD ON WEDNESDAY, MAY 26, 2004 4 5 6 7 CALL TO ORDER 8 9 President Hills called the regular meeting of the Muir Beach Community Services District 10 Board of Directors to order at 7:10 pm on Wednesday, May 26, 2004. 11 12 ROLL CALL 13 14 PRESENT: DIRECTORS: Hills, Kamradt, Ostroff, Shaffer 15 General Manager Macfarlane, Secretary/Treasurer Mullin PRESENT: OFFICIALS: 16 17 ANNOUNCEMENT OF DECISIONS MADE IN CLOSED SESSION 18 19 President Hills announced the results of the closed personnel meeting held on May 5, 2004. The Board decided to continue employment of Sharon Mullin as Secretary/Treasurer. The 20 meeting included a discussion of the merits of using Dan Stevens to oversee the community's 21 22 water system and it was decided to pursue the matter further. 23 24 **REGULAR AGENDA** 25 26 I. Review and consideration of the May 26, 2004 Agenda: 27 28 MOTION: To approve the Agenda as submitted. Shaffer, seconded by Kamradt 29 Moved: **AYES: Unanimous** 30 Vote: 31 32 II. National Park Service: 33 34 Paul Bignardi reported. The first workshop of the Comprehensive Transportation Management Plan was held on Saturday, May 22. Approximately 40 members of the public 35 attended. The NPS received input on desired future conditions. The next workshop will be 36 37 held on June 26 with details to appear on the website a week prior to the meeting. The County Community Advisory Committee has been renamed the Marin Advisory Committee 38 (MAC) with the next meeting to be held on June 9. 39

Carolyn Shoulders has suggested that those with concerns about the impact the Big Lagoon project will have on the Muir Beach water table contact her directly or come to the next meeting.

40 41

42

43

MBCSD Minutes May 26, 2004 Page 1

1		
2	III. Bills to	be paid:
3		•
4	It was agre	ed by the Board that the "Bills to be paid" section of the agenda will appear after
5	the "Genera	al Manager's Report" in future agendas.
6 7	MOTION:	To approve the March report as submitted including a total of \$22,508.82 in
8	WOTION.	General Fund expenditures, \$725.00 in Water Capital Improvement Fund
9		expenditures, and \$600.95 in checks issued from the trust funds, for a total of
10		\$23,834.77 in warrants issued, and
11		To approve the April report as submitted including a total of \$15,614.06 in
12		General Fund expenditures, \$725.00 in Water Capital Improvement Fund
13		expenditures, and \$350.95 in checks issued from the trust funds, for a total of
14		\$16,690.01 in warrants issued.
15	Moved:	Shaffer, seconded by Kamradt
16	Vote:	AYES: Unanimous
17		
18	IV. Fire De	epartment, Emergency Disaster Committee:
19		
20	Chief Swar	d reported that the Fire Department has received special training and equipment
21	relating to	weapons of mass destruction. He is awaiting reports on grants recently applied
22	for. MBVI	FD sent a truck for structural protection to the recent Three Corners fire. It also
23		th traffic control at that fire.
24		
25	V. Genera	al Manager's Report:
26		
27	A. <b>A</b>	dministration:
28		
29		1. Per the General Manager's recommendation, a committee was formed that
30		includes Directors Ostroff and Hills, General Manager Macfarlane and
31		Secretary/Treasurer Mullin to interview the three accounting firms that have
32		expressed an interest and select one for the District audit.
33		
34	MOTION:	To authorize the committee to negotiate a pre-audit engagement at a cost of
35	1110110111	approximately \$1,000 with a firm of the committee's choosing.
36	Moved:	Shaffer, seconded by Kamradt
37	Vote:	AYES: Unanimous
38	, 500.	A B A MARY T W AARPAAAAAA W WAY
39		2. The General Manager reported on two areas that should be considered for this
40		year's budget: capital improvements and the condition of the Community
41		Center. It was decided that the Budget Committee would consist of the same
42		members as the committee above.
42		memors as the committee above.

 3. Director Kamradt reported on the activities of the Marin Advisory Committee. Director Hills attended the most recent meeting on May 19 as Director Kamradt's alternate. As a result of the presentation Director Hills made at that meeting, Muir Beach is now represented on the Parklands Task Force. Although MAC has been primarily addressing issues regarding process, it has met with Doug Widmeyer, the main transportation planner for the County of Marin. Doug has volunteered to attend a public meeting. It was decided that a presentation by Doug will be incorporated into the regular MBCSD Board of Directors' meeting on June 23 and will begin at 6:30. Bob Jacobs has offered to forward questions to Doug in advance, to be answered at the meeting. Questions should be emailed to Bob.

The Technical Advisory Committee has finalized the wording of the Adaptive Management Plan. The language and requirements that the Board wanted have been incorporated with the exception of who will perform the monitoring. The National Park Service, who initially offered to perform the monitoring and provide pisometers, has been provided a sample agreement from Dick Butler of the National Marine Fisheries Service to use as a model in crafting an agreement with Muir Beach. Although NPS agreed that the Adaptive Management Plan should not be presented to the Board until the monitoring agreement was in place, they have since decided that they want the AMP in place now but will not have a monitoring agreement drafted for 4 or 5 months. After much discussion it was agreed by the Board that since the monitoring agreement is an integral part of the Adaptive Management Plan, the plan will not be presented to the Board without it.

4. The General Manager reported that he has researched three payroll services.

All three are similar in price. It was decided that that same committee created to address the audit and budget issues will select a payroll service when it meets. The General Manager will compile the data on the above three companies for the committee to consider when it meets.

#### B. Roads and easements:

The General Manager has received two proposals for the extensive repairs needed on Sunset Way. Pimentel Paving submitted a proposal that included cutting through the existing pavement and adding a 4" base with 3" asphalt for \$11,200; WK McLellan Company's proposal was similar but included 4" asphalt for just over \$8,000. Ghilotti is expected to provide a proposal as well. An extensive discussion ensued covering both the repairs needed and the eventual repaving of Sunset Way. Because any cost for repairs will only provide benefit until Sunset Way is repaved, it was decided that Directors Hills and Shaffer would examine the road before a decision is made.

#### C. Water operations:

General Manager Macfarlane reported on water operations.

#### D. Capital Improvements:

- 1. With regards to the well volume duration test, the Board will follow the recommendation of the established committee.
- 2. There was a brief discussion regarding the need for new underground electric at the BBQ grounds. It was decided that this item should be considered for the next fiscal years budget.

#### E. Recreation:

- 1. Repairs have been scheduled for the failing playground fence. The vegetation that caused the collapse will be removed at the same time.
- 2. The new Community Center lighting fixtures have been installed.
- 3. We have received the \$15,000 grant funds from Marin County for the improvement of the Community Center stairs.
- 4. The General Manager will notify residents at the end of Starbuck that the Board may replace the basketball facility in the Starbuck cul de sac. This will provide time for comments prior to the next meeting at which time the Board will vote on the item. The agenda for the June 23 Board meeting will serve as notice to greater Muir Beach.
- 5. General Manager Macfarlane reported that several people have requested installation of a horseshoe pit at the Community Center. Concern was expressed at having a horseshoe pit next to the children's play area. A decision was postponed until the next Board meeting.
- 6. Erin Pinto reported that the Muir Beach Garden Club must wait for the existing trees next to the Community Center to be removed before they can evaluate sunlight, exposure, etc. and make a recommendation for replacement. The General Manager will notify Mr. Woods that he has permission to remove the trees and will remind him that he will be responsible for the cost of the replacement trees and shrubs to be chosen by the Garden Club.

1		
2	•	7. Mike Moore reported on the progress of the new Community Center deck room
3		and repairs to the existing Community Center roof. It was decided that Mike
4		may choose the product and color for the roof. The work is being accounted
5		for as separate projects with MBCSD paying for the existing roof repairs and
6		the MB Quilters paying for the new deck roof.
7		
8		c open time: Director Kamradt made a case for the establishment of guidelines
9		duct at the public meetings, a community agreement versus an enforcement, that
10		be printed at the beginning of each meeting agenda. She would like something
11	in plac	ce when Doug Widmeyer comes to speak.
12 13	VI. Revie	w of minutes:
13 14	vi. Revie	w of influtes.
15	MOTION:	To approve the draft minutes of the March 17, 2004 Board of Directors meeting
16	1/10/110/11.	as submitted.
17	Moved:	Shaffer, seconded by Kamradt
18	Vote:	AYES: Unanimous
19		
20	VII. Next	neeting date: The next meeting date is confirmed for Wednesday, June 23, 2004
21		ill begin at 6:30.
22		
23	The meeting	g was adjourned at 9:20 pm.
24		
25		tes were approved by the Muir Beach Community Services District Board of
26	Directors, d	uring their meeting on
27		
28 29		
29 30		
31	Leighton H	ills, Board President Sharon Mullin, Secretary
	20161101111	

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### BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE

MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, JUNE 23, 2004 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE TO BEGIN AT 6:30 P.M.

### 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.

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### BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE

#### MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, JUNE 23, 2004 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE

TO BEGIN AT 6:30 P.M.

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District Fiscal Consolidated Balance Sheet as of May 31, 2004	6 - 7
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Revenues and Expenditures Budget Versus Actual Detailed	
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Draft Minutes of the May 26, 2004 Board Meeting	

## AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR BOARD MEETING ON WEDNESDAY, JUNE 23, 2004. TO BEGIN AT APPROXIMATELY 6:30 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

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

I. President Hills will call the general meeting to order,

- II. Review and consideration of the June 23, 2004 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. Doug Whitmeyer, County of Marin Transportation Planner, will give a brief presentation on the Comprehensive Transportation Management Plan and respond to questions submitted to him by e-mail.
- IV. National Park Service: Representatives from the National Park Service (N. P. S.) will offer information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community.
- V. Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the May 1 through May 31, 2004 period.
- VI. Fire Department, Emergency Disaster Committee: Chief Sward will update the Board on the Fire Department activities.
- VII. General Manager's Report: The General Manager's written report follows, and the G. M. will be present to answer questions concerning the various elements in the report. This report is an integral part of the Agenda and the Board may take action on any or all items within the report.
  - A. Administration: Administrative activities have been normal. The following specific items require Board consideration:
    - 1. President Hills, Director Ostroff, Secretary Mullin and I meet with one of the firms interested in doing the District's independent audit. However, as the meeting with the remaining two firms is not scheduled until Thursday, June 24, 2004 it is premature to make any determination or recommendation to the Board.
    - 2. Budget for the next fiscal year. The Budget committee has made some preliminary considerations. The G. M. will prepare a draft budget for the general expenditures, and the Capital Improvements Committee will meet to detail the planned capital improvements. The draft budget will be presented for the Board's consideration during the July meeting.
    - 3. Citizen's Advisory Committee for the Comprehensive Transportation Management Plan (C. T. M. P). Director Kamradt will brief the Board on the activities of this committee.
    - 4. Payroll service. I have contacted Paychex and PayCycle to get cost estimates for their services. During the interim, Marin County has indicated that the are willing to discuss a lower fee, by as much as 40%. As of this time this has not been confirmed, but if it is the fee would be reduced to approximately \$2,000. I have not received the final cost estimate from Paychex, but should have in time for the meeting. PayCycle's is an internet service that does all the calculations for payroll and tax filings but requires the District to download and print the checks, etc.. Their service is less than \$50 per month for up to 25 employees. The monthly billing varies from a minimum of \$39.95 (4 employees) to \$49.95 (25 employees), for a bi-monthly payroll.
  - B. Roads and Easements: President Hills, Director Shaffer, Harvey and I inspected the areas of Sunset Way marked for repairs. There was general agreement on the need for the repairs on the areas marked, but to decrease the cost by minimizing the work to be done to something that will

last for one to two years versus the original repair standard requiring excavation and base replacement. I contacted the two firms offering the previous proposals W. K. Mc Lellan Co. reduced their price to \$4,504 to place asphalt skin patches 1.5 to 2.5 inches in depth over the existing pavement repair areas. This work is specifically a temporary fix and not guaranteed. Pimentel Paving lowered proposal to \$8,000 to include grinding the existing asphalt areas, then grade and compact the grindings to use as base rock and then cover the areas with 3" of asphalt. Pimentel was not interested in a simple overlay as they did not feel it was adequate.

- C. WATER OPERATIONS: In general water operations have been normal and no important repairs have been necessary.
  - 1. Coliform tests taken during May were free of bacteria.
  - 2. Gross water billing for the 04/16/04 through 05/16/04 billing period totaled \$6,762.12 including \$6,722.71 in water service charges, \$37.81 in late payment penalties, and 1.60 in interest charges. The monthly consumption surcharge for this period totaled \$1,700.80

The table below tabulates the water production for the period April 16, 2004 to May 16, 2004. Total volume of water measured through the master meter = 900,570 gallons Average daily pumping rate 29,498 gallons Highest pumping day was on 4/27/04 and volume pumped = 43,850 gallons Lowest pumping day was on 4/16/04 and volume pumped<sup>1</sup> = 0 gallons 884,945 gallons Total volume billed through service meters = Gross unaccounted for water loss = 15,625 gallons Estimated un-metered maintenance use 500 gallons Estimated leak repair losses 5,000 gailons Net unaccounted for water loss 1.12%) 10,125 gallons Average daily customer consumption per meter = 107 gallons Average service billing = \$43.19

3. It should be noted that the water consumption increased by almost 4% versus the March-April period. The May water billing included a water conservation alert notice encouraging residents to begin their efforts to minimize unessential water use.

#### D. Water Capital Improvements:

- 1. The existing well is declining in production capacity and is currently pumping less than 30's gallons per minute. With consumption of almost 29,000 gallons per day we are very close to not being able to maintain equality without substantially increasing the pumping hours. For this reason, I have suggested that we install a pump (we have one on hand) in the new well (as a temporary measure) along with the piping and electrical work needed to activate the pump using the current methodology, the estimated cost for this is less than \$10,000, which will essentially be offset by avoiding the well duration test, while the piping and electrical service will used in the final well site improvements. This will enable the existing well to be renovated to increase its production capacity to its normal rate.
- 2. Detailed capital improvements will be recommended by the committee during the July meeting.

The zero production day resulted from a failure of the pump control to activate the pump.

**E.** Recreation: There are several items for Board consideration

Wyt Month 1.

As per the Board's desire expressed during the last meeting, letters have been mailed to the residents of lower Starbuck Drive, notifying them of the intent to reinstall the basketball facility on the cull de sac. Also, as per the Board's request, this Agenda item to consider resident input concerning the installation of the basketball facility will serve as the general community notice.

- As per the Board's approval, Mr. Wood was notified of the approval to remove the seven trees, subject to the condition that he replace them with trees recommended by the Garden Club, following the removal of the trees and their inspection of the are to determine the need for replacement.
- 3. We have received a formal request to consider the installation of an under sink filter system for the community center's kitchen sink water supply. The estimated cost of a system is approximately \$150 plus the cost for Harvey to install it. Annual maintenance cost is estimated to be less than \$200. Maintenance is essential to avoid filter contaminants from unclean filters.

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.

# May my

#### 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 May 26, 2004.
- Next meeting date: July 28, 2004 is the fourth Wednesday of next month. However, I respectfully request the meeting be delayed until Wednesday, August 4, 2004. My daughter is scheduled for serious surgery on July 22. I will be in S. California during the operation and may not be able to prepare properly for the meeting and the Board information.

#### ADJOURNMENT OR CONTINUATION

### Muir Beach Community Services District Bills to be Paid May 2004

	TOTAL	Admin	Cap impr	Fire	Rec	Roads	Water
ABC Consultants, Inc.	3,948.00	998.00	725.00	225.00	500.00	500.00	1,000.
Golden State Lumber - deck roof	2,554.15	0.00	2,554.15	0.00	0.00	0.00	0
Mullin, Sharon	1,955.00	1,490.00	0.00	0.00	0.00	0.00	465
Pearlman, Harvey	1,732.29	0.00	0.00	0.00	189.46	71.05	1,471.
Sward, Jes - chipper program	1,362.85	0.00	0.00	1,362.85	0.00	0.00	. 0
Banducci, Amadeo - chipper program	1,233.67	0.00	0.00	1,233.67	0.00	0.00	0
Moore, Michael - easement stairs (Jan)	1,177.69	0.00	1,177.69	0.00	0.00	0.00	O
State Compensation Insurance Fund	820.52	0.00	0.00	0.00	65.42	0.00	755
Rudnick, Jesse - chipper program	798.76	0.00	0.00	798.76	0.00	0.00	(
Groneman, Graham - chipper program	727.71	0.00	0.00	727.71	0.00	0.00	Ċ
Vang, Emiko - tai chi (4 months)	544.00	0.00	0.00	0.00	544.00	0.00	C
PG&E	470.20	0.00	0.00	0.00	58.38	0.00	411
Sonzalez, Salvador	390.24	0.00	0.00	0.00	148.03	148.02	94
Sonzalez, Juana	387.54	0.00	0.00	0.00	387.54	0.00	(
CalPers	306.76	0.00	0.00	0.00	0.00	0.00	30
Richmond, Lonna	242.22	0.00	0.00	0.00	242.22	0.00	(
Icala, Jose	220.68	0.00	0.00	220.68	0.00	0.00	(
larin County Treasurer - Tax Collector	220.00	220.00	0.00	0.00	0.00	0.00	4
BC	201.77	106.94	0.00	62.87	0.00	0.00	3
mith Barney - annual fee	150.00	150.00	0.00	0.00	0.00	0.00	
ostco	141.80	141.80	0.00	0.00	0.00	0.00	(
ingular Wireless	90.95	56.51	0.00	0.00	0.00	0.00	3.
inko's	84.18	84.18	0.00	0.00	0.00	0.00	-
ublic Storage	64.00	0.00	0.00	0.00	0.00	0.00	64
BC 9969	53.88	0.00	0.00	0.00	53.88	0.00	•
SPO	49.00	49.00	0.00	0.00	0.00	0.00	(
erb's Pool Service	47.19	0.00	0.00	0.00	0.00	0.00	4
merica Online	43.80	43.80	0.00	0.00	0.00	0.00	(
nox, Nancy	42.50	0.00	0.00	0.00	42.50	0.00	(
earlman, Harvey - V	41.80	0.00	0.00	0.00	0.00	41.80	(
ounty of Mann, HHS Public Health Lab	30.00	0.00	0.00	0.00	0.00	0.00	30
oodman Building Supply	18.02	0.00	0.00	0.00	0.00	18.02	(
ell Market	8.45	0.00	0.00	0.00	8.45	0.00	(
/oodlands Market	7.20	0.00	0.00	0.00	7.20	0.00	(
Vhole Foods	3.78	0.00	0.00	0.00	3.78	0.00	ò
L	20,170.60	3,340.23	4,456.84	4,631.54	2,250.86	778.89	4,712

Total paid out of the Water Capital Improvements Fund	725.00
Total paid out of the General Fund	19,445.60
	20,170.60
Total paid out of the Rental Security Deposit Trust	0.00
Total paid out of the Water Security Deposit Trust	100.00
Total paid out of the Shaffer Medical Trust Fund	350.95
Total checks issues	20,621.55

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the	day of	, 2004.		
MUIR BEACH COMMUNITY SERVICES DISTRICT				
Leighton Hills, President	Donovan Mad	cfarlane, General Manager		

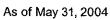
### Muir Beach Community Services District Balance Sheet



As of May 31, 2004

	May 31, 04
ASSETS	
Current Assets	
Checking/Savings Fund 428, County General Fund	19,566
Fund 429, County Investment Fun Capital Improvements	262,010
Fire Station Reserve	14,637
General Investments	88,317
Total Fund 429, County Investment Fun	364,964
Cash on Hand	45
Smith Barney Citigroup	•
Community Center Deck Roof	8,905
Community Phone Book	831
Firesafe Marin	8,075
General Funds	59,094
Quilters grant receipts	5,000
Rental deposit trust	3,700
Shaffer CalPers Trust	434
Water Security Deposit Trust	6,800
West Marin Funds	4,960
Total Smith Barney Citigroup	97,798
Total Checking/Savings	482,373
Accounts Receivable Receivables	15,261
Total Accounts Receivable	15,261
Other Current Assets Undeposited Funds	75
Total Other Current Assets	75
Total Current Assets	497,709
Fixed Assets A4048, Office Equipment	537
• •	
Total Fixed Assets	537
TOTAL ASSETS	498,246
LIABILITIES & EQUITY Liabilities	
Current Liabilities	
Accounts Payable	
Payables	5,325
Total Accounts Payable	5,325
Other Current Liabilities	
R9255R, Refundable deposits	3,700
W1506CPSh Shaffer CalPers Trust	434
W9025RD, Water Security deposits	6,800
Total Other Current Liabilities	10,934
Total Current Liabilities	16,259
Total Liabilities	16,259
	10,200

### Muir Beach Community Services District Balance Sheet



Accrual Basis

	May 31, 04
Equity Opening Bal Equity Retained Earnings Net Income	6,731 391,315 83,941
Total Equity	481,987
TOTAL LIABILITIES & EQUITY	498,246

#### Muir Beach Community Services District Statement of Revenues and Expenditures-Summary May 2004



	May
Ordinary Income/Expense Income	
Administrative Income	773
Recreational Activities Income	343
Roads & Easements Income	15,000
Water Capital Improvements	1,651
Water Operations Income	6,628
Total Income	24,394
Expense	
Administrative Expenses	3,340
Fire Operational Expenses	288
Firesafe Marin Grant Expenses	4,344
Recreational Expenses	4,847
Roads & Easements Expenses	1,915
Water Capital Improve'ts Exp.	725
Water Operating Expenses	4,712
Total Expense	20,171
Net Ordinary Income	4,224
Other Income/Expense	
Other Income Interest Income	20
	39
Total Other Income	39
Net Other Income	39
Net Income	4,263

### Muir Beach Community Services District Statement of Revenues and Expenditures- Detailed May 2004



_	May 04	
rdinary Income/Expense		
Income Administrative Income		
A9001, General Tax Income	74	18
Administrative Income - Other		25
Total Administrative Income		— 773
Recreational Activities Income		
R9811, Rec. Programs Income.		
R9811BI, Bistro Income	191	
R9811TC, Tai Chi Income	135	
Total R9811, Rec. Programs Income.	32	26
R9834, Phone Book Income	1	7
Total Recreational Activities Income		343
Roads & Easements Income		
E9772, Road & Esm't Income		
E9772 Donations	15,000	
Total E9772, Road & Esm't Income	15,00	00
Total Roads & Easements Income		 15,000
		15,00
Water Capital Improvements Inco H9031, Water Surcharge Income		
H9031, Water Surcharge Income H9031, Consumption Surcharge	1,606	
H9031, Non District Surcharge	45	
Total H9031, Water Surcharge Income		51
Total Water Capital Improvements Inco	·_:	_ 1,651
•		1,00
Water Operations Income W9025, Water Service Income		
W9025Int., Overdue bill interst	2	
W9025LP, Late pay penalty	38	
W9025, Water Service Income - Other	6,523	
Total W9025, Water Service Income	6,56	3
W9772, Miscellaneous Income		60
Water Operations Income - Other		5
Total Water Operations Income		<u> </u>
· · · · · · · · · · · · · · · · · · ·	-	
Total Income	4	24,394
Expense		
Administrative Expenses	•	
A2049, Conf., Mtgs. & Dues		7
A2117, Consulting Admin. Fees	2,29	
A2121, Miscellaneous Expenses	15	
A2130, Mailing & Shipping Exp. A2133, Office Supplies	12	.9
A2479, Travel Expenses	19	_
A2534, Telephone/Communications	20	
A2713, Legal fees	22	
Total Administrative Expenses		_ 3,340
Fire Operational Expenses		
F2117, Administrative Fees	22	5
F4827, W. Marin Fund Expenses		3
Total Fire Operational Expenses		<u>~</u> 288
Firesafe Marin Grant Expenses		
F2077-Chipper grant program	_	

F2077-Chipper grant program

Affilial Basis

### Muir Beach Community Services District Statement of Revenues and Expenditures- Detailed May 2004

	May 04	
F1073 Chipper Payroll F1404 FICA	4,035 309	
Total F2077-Chipper grant program	4,344	
Total Firesafe Marin Grant Expenses	4	,344
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	176 498 69 65 287 544	
Total R2041, Rec. Program Expenses	831	
R2117, Administrative Expenses R2366, Building Supplies R2534, Pay Telephone Expense R2535, Energy Expenses R2535E, Electrical Expenses	500 42 54 58	
Total R2535, Energy Expenses	58	
R4000 Capital Improvements R4001, Building Improvements	2,554	•
Total R4000 Capital Improvements	2,554	
Total Recreational Expenses	4	,847
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E2077, Road & Easement Repairs E2117, Administrative Fees E4000 Capital improvements E4011-Easement Stairs E1404-FICA	66 138 16 18 500 1,094 84	
Total E4000 Capital improvements	1,178	
Total Roads & Easements Expenses	1	,915
Water Capital Improve'ts Exp. H2117, Administrative Fees	725	
Total Water Capital Improve'ts Exp.		725
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPHvy	1,265 88 103	
Total W1506, Medical benefits	307	
W1701, Work. Comp.Insurance W2115, Chemicals I Testing W2115C, Chemical Supplies W2115T, Water Quality Tests	755 47 30	
Total W2115, Chemicals I Testing	77	
W2117, Adminsitrative Fees W2121, Miscellaneous Expenses W2479, Travel allowance	1,465 64 110	Page 10 of 20

### Muir Beach Community Services District Statement of Revenues and Expenditures- Detailed May 2004



	May 04
W2534, Telephone Relay Expense W2535, Electrical Service	66 412
Total Water Operating Expenses	4,712
Total Expense	20,171
Net Ordinary Income	4,224
Other Income/Expense Other Income Interest Income	39
Total Other Income	39
Net Other Income	39
Net Income	4,263

Accrual Basis

	Jul '03 - Apr 04	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Administrative Income	62,808	46,600	16,208	135%
Fire Operations Income	14,333	14,233	100	101%
Firesafe Marin Grant Income	13,860	15,000	-1,140	92%
Recreational Activities Income	27,652	11,500	16,152	240%
Water Capital Improvements Inco	69,541	78,140	-8,599	89%
Water Operations Income	59,060	73,440	-14,380	80%
Total Income	247,254	238,913	8,341	103%
Expense				
Administrative Expenses	20,262	18,550	1,712	109%
Fire Operational Expenses	10,712	14,233	-3,521	75%
Firesafe Marin Grant Expenses	13,902	6,400	7,502	217%
Recreational Expenses	34,402	27,206	7,196	126%
Roads & Easements Expenses	26,235	20,823	5,412	126%
Water Capital Improve'ts Exp.	4,356	229,522	-225,166	2%
Water Operating Expenses	58,038	80,174	-22,136	72%
Total Expense	167,906	396,908	-229,002	42%
Net Ordinary Income	79,348	-157,995	237,343	-50%
Other Income/Expense				
Other Income				
Interest Income	330			
Total Other Income	330			
Net Other Income	330	0	330	100%
Net Income	79,678	-157,995	237,673	-50%

	Jul '03 - Apr 04	Budget	\$ Over Budget	% of Budget
rdinary Income/Expense Income				
Administrative Income A9001, General Tax Income A9203, Non Tax Income	62,808 0	46,200 400	16,608 -400	136% 0%
Total Administrative Income	62,808	46,600	16,208	1359
Fire Operations Income F9377, West Marin Funds F9763, Fire Assoc. Donations	8,400 5,933	8,300 5,933	100 0	101% 100%
Total Fire Operations Income	14,333	14,233	100	1019
Firesafe Marin Grant Income F9811FM, Grant income	13,860	15,000	-1,140	92%
Total Firesafe Marin Grant Income	13,860	15,000	-1,140	92°
Recreational Activities Income R9255, CC Rental Income R9801, Donations received R9801 Deck Roof R9801, Quilters donation receip	8,453 9,430 5,000	9,000	-548	94%
Total R9801, Donations received	14,430			
R9811, Rec. Programs Income. R9811BI, Bistro Income R9811CD, Com. Din. Income R9811CP, Child's Prog. Income R9811TC, Tai Chi Income	1,650 400 151 1,468	1,300 200 1,000	350 -49 468	127% 76% 147%
Total R9811, Rec. Programs Income.	3,669	2,500	1,169	147%
R9834, Phone Book Income	1,100			
Total Recreational Activities Income	27,652	11,500	16,152	240
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Non District Surcharge H9031, Water Surcharge Income - Other	49,543 14,550 630 0	55,900 17,800 540 0	-6,358 -3,250 90 0	89% 82% 117% 0%
Total H9031, Water Surcharge Income	15,180	18,340	-3,160	83%
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest	2,752 2,067	3,000 900	-248 1,167	92% 230%
Total H9377, Interest Earnings	4,819	3,900	919	124%
Total Water Capital Improvements Inco	69,541	78,140	-8,599	89
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	30 912 58,118	40 900	-10 12	75% 101%
Total W9025, Water Service Income	59,060	940	58,120	6,283%
W9772, Miscellaneous Income	0	72,500	-72,500	0%
Total Water Operations Income	59,060	73,440	-14,380	80'
Total Income	247,254	238,913	8,341	1039
Expense  Administrative Expenses  A2049, Conf., Mtgs. & Dues  A2059, P & L Insurance  A2117, Consulting Admin. Fees  A2118, Independent Audit  A2121, Miscellaneous Expenses  A2129. Gen't Election Expenses  A2130, Mailing & Shipping Exp.  A2133, Office Supplies	725 895 12,415 0 325 250 183 212	750 895 7,500 1,200 350 455 100 650	-25 0 4,915 -1,200 -26 -205 83 Page 13 of	97% 100% 166% 0% 93% 55% 183% 33%

	Jul '03 - Apr 04	Budget	\$ Over Budget	% of Budget
A2137, Copier Maint. Expenses	197	0	197	100%
A2352, County Fees	868	1,200	-332	72%
A2479, Travel Expenses	1,439	2,100	-661	69%
A2534, Telephone/Communications	1,900	2,850	-950	67%
A2713, Legal fees	853	500	353	171%
Total Administrative Expenses	20,262	18,550	1,712	109%
Fire Operational Expenses				
F2059, P & L Insurance	3,233	3,233	0	100%
F2117, Administrative Fees	2,250	2,700	-450	83%
F4048, Fire Station Improvement F4827, W. Marin Fund Expenses	0 5,229	0 8,300	0 -3,071	0% 63%
Total Fire Operational Expenses	10,712	14,233	-3,521	75%
Firesafe Marin Grant Expenses		,	0,021	1070
F2077-Chipper grant program				
F1073 Chipper Payroll	11,832	5,000	6,832	237%
F1404 FICA	773	400	373	193%
F2077 Misc. Expenses	1,296	1,000	296	130%
Total F2077-Chipper grant program	13,902	6,400	7,502	217%
Total Firesafe Marin Grant Expenses	13,902	6,400	7,502	217%
Recreational Expenses	2.400	<b>E</b> 00	4 000	1000
R1028, Maint. Mgr. Wages R1073, Janitorial wages	2,480 4,877	500 4,600	1,980	496%
R1404, FICA	4,877	4,600 352	277 314	106% 189%
R1701, Work Comp Insurance	865	1,000	-135	86%
R2041, Rec. Program Expenses	555	.,000	.00	0070
R2041BI, Bistro Expenses	2,438	2,800	-362	87%
R2041CD, Com. Dinner Expenses	752	0	752	100%
R2041CP, Child's Program Exp.	0	200	-200	0%
R2041TC, Tai Chi Expenses	828	900	-72	92%
Total R2041, Rec. Program Expenses	4,019	3,900	119	103%
R2059, P & L Insurance	903	974	-71	93%
R2077, Routine Repairs	227	1,000	-773	23%
R2097, CC Ground Maintenance	. 0	1,000	-1,000	0%
R2117, Administrative Expenses	5,000 <b>0</b>	6,200	-1,200	81%
R2121, Miscellaneous Expenses R2133, Office Supplies & Stamps	29	100	-100	0%
R2259, Refuse Removal	484	480	4	101%
R2366, Building Supplies	414	200	214	207%
R2534, Pay Telephone Expense	533	700	-167	76%
R2535, Energy Expenses				
R2535E, Electrical Expenses	994	900	94	110%
R2535G, Butane Gas Expenses	484	300	184	161%
Total R2535, Energy Expenses R4000 Capital Improvements	1,478	1,200	278	123%
R4001, Building Improvements	12,428	5,000	7,428	249%
Total R4000 Capital Improvements	12,428	5,000	7,428	249%
Total Recreational Expenses	34,402	27,206	7,196	126%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	2,961	1,500	1,461	197%
E1073, Extra Hire Wages	2,050	2,000	50	103%
E1404, FICA	383	300	83	128%
E1701, Work's. Comp. Insurance E2059, P & L Insurance	0 423	400	-400	0%
E2077, Road & Easement Repairs	423 4,776	423 10,000	0 -5,224	100% 48%
E2117, Administrative Fees	5,000	6,200	-5,224 -1,200	40% 81%
E4000 Capital improvements		5,200	1,200	0170
E4001-Easement Lighting	7,793			
E4011-Easement Stairs	2,646			
E1404-FICA	202			
Total E4000 Capital improvements	10,641			
		<del></del>	Page 14 of	£ 20
			J	-

	Jul '03 - Apr 04	Budget	\$ Over Budget	% of Budget
Total Roads & Easements Expenses	26,235	20,823	5,412	126%
Water Capital Improve'ts Exp. H2059, P & L Insurance H2117, Administrative Fees H2133	322 3,600 114	322 3,500	0 100	100% 103%
H2352, County fees H2713, Project Improvements H2713CP, System Improvements	320	700 200,000	-380 -200,000	46% 0%
Total H2713, Project Improvements	0	200,000	-200,000	0%
H4169UT, Priority Improvements H4169NW, New Weil H4169VR, Vaive Repiacement	0	10,000 15,000	-10,000 -15,000	0% 0%
Total H4169UT, Priority improvements	0	25,000	-25,000	0%
Totai Water Capital Improve'ts Exp.	4,356	229,522	-225,166	2%
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FiCA W1506, Medical benefits W1506CPHvy W1506, Medical benefits - Other	14,424 506 1,158 2,844 0	18,000 2,000 1,600 3,000 0	-3,576 -1,494 -442 -156 0	80% 25% 72% 95% 0%
Total W1506, Medical benefits	. 2,844	3,000	-156	95%
W1701, Work. Comp.Insurance W2049, Conferences & Training W2058, Annual Permit Fee W2059, P & L Insurance W2077, Routine Repairs W2115, Chemicals I Testing W2115C, Chemical Supplies W2115T, Water Quality Tests	7,242 200 1,889 1,535 933 837 360	2,000 300 1,889 1,535 5,000	5,242 -100 0 0 -4,067	362% 67% 100% 100% 19%
W2115, Chemicals I Testing - Other	0	3,000	-3,000	0%
Total W2115, Chemicals I Testing	1,197	3,000	-1,803	40%
W2117, Adminsitrative Fees W2117A. Administrative Fees W2117C. Clerical Fees	9,650 7,370	10,800 10,800	-1,150 -3,430	89% 68%
Total W2117, Adminsitrative Fees	17,020	21,600	-4,580	79%
W2121, Miscellaneous Expenses W2130, Postage & Shipping W2133, Office Supplies W2325, Contract Services W2479, Travel allowance W2534, Telephone Relay Expense W2535, Electrical Service	1,295 836 791 0 1,220 759 4,189	500 800 750 10,000 1,200 500 6,500	795 36 41 -10,000 20 259 -2,311	259% 105% 105% 0% 102% 152% 64%
Total Water Operating Expenses	58,038	80,174	-22,136	72%
otal Expense	167,906	396,908	-229,002	42%
Ordinary Income	79,348	-157,995	237,343	-50%
er Income/Expense Other Income Interest Income	330			
otal Other Income	330			
Other Income	330	0	330	100%
ome	79,678	-157,995	237,673	-50%
			· <del></del> _	

#### MUIR BEACH COMMUNITY SERVICES DISTRICT 1 2 MINUTES OF THE BOARD OF DIRECTORS' MEETING 3 HELD ON WEDNESDAY, MAY 26, 2004 4 5 6 7 CALL TO ORDER 8 9 President Hills called the regular meeting of the Muir Beach Community Services District 10 Board of Directors to order at 7:10 pm on Wednesday, May 26, 2004. 11 12 **ROLL CALL** 13 14 PRESENT: DIRECTORS: Hills, Kamradt, Ostroff, Shaffer General Manager Macfarlane, Secretary/Treasurer Mullin 15 PRESENT: OFFICIALS: 16 17 ANNOUNCEMENT OF DECISIONS MADE IN CLOSED SESSION 18 19 President Hills announced the results of the closed personnel meeting held on May 5, 2004. The Board decided to continue employment of Sharon Mullin as Secretary/Treasurer. The 20 meeting included a discussion of the merits of using Dan Stevens to oversee the community's 21 22 water system and it was decided to pursue the matter further. 23 24 REGULAR AGENDA 25 26 I. Review and consideration of the May 26, 2004 Agenda: 27 28 MOTION: To approve the Agenda as submitted. Shaffer, seconded by Kamradt 29 Moved: 30 Vote: AYES: Unanimous 31 32 II. National Park Service: 33 34 Paul Bignardi reported. The first workshop of the Comprehensive Transportation Management Plan was held on Saturday, May 22. Approximately 40 members of the public 35 36 attended. The NPS received input on desired future conditions. The next workshop will be held on June 26 with details to appear on the website a week prior to the meeting. The 37 County Community Advisory Committee has been renamed the Marin Advisory Committee 38 39 (MAC) with the next meeting to be held on June 9. 40 41 Carolyn Shoulders has suggested that those with concerns about the impact the Big Lagoon

project will have on the Muir Beach water table contact her directly or come to the next

42

43

meeting.

1		
2	III. Bills to	be paid:
3		
4		ed by the Board that the "Bills to be paid" section of the agenda will appear after
5 6	ine Genera	al Manager's Report" in future agendas.
7	MOTION:	To approve the March report as submitted including a total of \$22,508.82 in
8	141011014.	General Fund expenditures, \$725.00 in Water Capital Improvement Fund
9		expenditures, and \$600.95 in checks issued from the trust funds, for a total of
10		\$23,834.77 in warrants issued, and
11		To approve the April report as submitted including a total of \$15,614.06 in
12		General Fund expenditures, \$725.00 in Water Capital Improvement Fund
13		expenditures, and \$350.95 in checks issued from the trust funds, for a total of
14		\$16,690.01 in warrants issued.
15	Moved:	Shaffer, seconded by Kamradt
16	Vote:	AYES: Unanimous
17		
18	IV. Fire De	partment, Emergency Disaster Committee:
19	Chi-f C	d managed that the Pine Department has associated associated by inclination of
20 21		d reported that the Fire Department has received special training and equipment weapons of mass destruction. He is awaiting reports on grants recently applied
22		D sent a truck for structural protection to the recent Three Corners fire. It also
23		th traffic control at that fire.
24	abbibtod Wit	M HALLO VOMIOT AL MAL IIIV.
25	V. Genera	l Manager's Report:
26		•
27	A. Ac	dministration:
28		
29		1. Per the General Manager's recommendation, a committee was formed that
30		includes Directors Ostroff and Hills, General Manager Macfarlane and
31		Secretary/Treasurer Mullin to interview the three accounting firms that have
32 33		expressed an interest and select one for the District audit.
33 34	MOTION:	To authorize the committee to negotiate a pre-audit engagement at a cost of
35	MOTION.	approximately \$1,000 with a firm of the committee's choosing.
36	Moved:	Shaffer, seconded by Kamradt
37	Vote:	AYES: Unanimous
38		
39		2. The General Manager reported on two areas that should be considered for this
40		year's budget: capital improvements and the condition of the Community
41		Center. It was decided that the Budget Committee would consist of the same
42		members as the committee above.

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3. Director Kamradt reported on the activities of the Marin Advisory Committee. Director Hills attended the most recent meeting on May 19 as Director Kamradt's alternate. As a result of the presentation Director Hills made at that meeting, Muir Beach is now represented on the Parklands Task Force. Although MAC has been primarily addressing issues regarding process, it has met with Doug Widmeyer, the main transportation planner for the County of Marin. Doug has volunteered to attend a public meeting. It was decided that a presentation by Doug will be incorporated into the regular MBCSD Board of Directors' meeting on June 23 and will begin at 6:30. Bob Jacobs has offered to forward questions to Doug in advance, to be answered at the meeting. Questions should be emailed to Bob.

The Technical Advisory Committee has finalized the wording of the Adaptive Management Plan. The language and requirements that the Board wanted have been incorporated with the exception of who will perform the monitoring. The National Park Service, who initially offered to perform the monitoring and provide pisometers, has been provided a sample agreement from Dick Butler of the National Marine Fisheries Service to use as a model in crafting an agreement with Muir Beach. Although NPS agreed that the Adaptive Management Plan should not be presented to the Board until the monitoring agreement was in place, they have since decided that they want the AMP in place now but will not have a monitoring agreement drafted for 4 or 5 months. After much discussion it was agreed by the Board that since the monitoring agreement is an integral part of the Adaptive Management Plan, the plan will not be presented to the Board without it.

4. The General Manager reported that he has researched three payroll services. All three are similar in price. It was decided that that same committee created to address the audit and budget issues will select a payroll service when it meets. The General Manager will compile the data on the above three companies for the committee to consider when it meets.

#### B. Roads and easements:

The General Manager has received two proposals for the extensive repairs needed on Sunset Way. Pimentel Paving submitted a proposal that included cutting through the existing pavement and adding a 4" base with 3" asphalt for \$11,200; WK McLellan Company's proposal was similar but included 4" asphalt for just over \$8,000. Ghilotti is expected to provide a proposal as well. An extensive discussion ensued covering both the repairs needed and the eventual repaving of Sunset Way. Because any cost for repairs will only provide benefit until Sunset Way is repaved, it was decided that Directors Hills and Shaffer would examine the road before a decision is made.

#### C. Water operations:

General Manager Macfarlane reported on water operations.

#### D. Capital Improvements:

- 1. With regards to the well volume duration test, the Board will follow the recommendation of the established committee.
- 2. There was a brief discussion regarding the need for new underground electric at the BBQ grounds. It was decided that this item should be considered for the next fiscal years budget.

#### E. Recreation:

- 1. Repairs have been scheduled for the failing playground fence. The vegetation that caused the collapse will be removed at the same time.
- 2. The new Community Center lighting fixtures have been installed.
- 3. We have received the \$15,000 grant funds from Marin County for the improvement of the Community Center stairs.
- 4. The General Manager will notify residents at the end of Starbuck that the Board may replace the basketball facility in the Starbuck cul de sac. This will provide time for comments prior to the next meeting at which time the Board will vote on the item. The agenda for the June 23 Board meeting will serve as notice to greater Muir Beach.
- 5. General Manager Macfarlane reported that several people have requested installation of a horseshoe pit at the Community Center. Concern was expressed at having a horseshoe pit next to the children's play area. A decision was postponed until the next Board meeting.
- 6. Erin Pinto reported that the Muir Beach Garden Club must wait for the existing trees next to the Community Center to be removed before they can evaluate sunlight, exposure, etc. and make a recommendation for replacement. The General Manager will notify Mr. Woods that he has permission to remove the trees and will remind him that he will be responsible for the cost of the replacement trees and shrubs to be chosen by the Garden Club.

1		
1 2		7 Miles Magne remarked on the anagement of the many Community Courts and all Courts
3		7. Mike Moore reported on the progress of the new Community Center deck roof and repairs to the existing Community Center roof. It was decided that Mike
4		may choose the product and color for the roof. The work is being accounted
5		for as separate projects with MBCSD paying for the existing roof repairs and
6		the MB Quilters paying for the new deck roof.
7		the 1125 Quinters paying for the new deek 1001.
8	Publi	c open time: Director Kamradt made a case for the establishment of guidelines
9		iduct at the public meetings, a community agreement versus an enforcement, that
10		be printed at the beginning of each meeting agenda. She would like something
11		ce when Doug Widmeyer comes to speak.
12	•	
13	VI. Revie	w of minutes:
14		
15	MOTION:	To approve the draft minutes of the March 17, 2004 Board of Directors meeting
16		as submitted.
17	Moved:	Shaffer, seconded by Kamradt
18	Vote:	AYES: Unanimous
19		
20		meeting date: The next meeting date is confirmed for Wednesday, June 23, 2004.
21	and w	ill begin at 6:30.
22 23	The mostin	a vivos adianimad at 0:20 mm
23 24	The meeting	g was adjourned at 9:20 pm.
2 <del>5</del>	These minu	tes were approved by the Muir Beach Community Services District Board of
26		uring their meeting on
27		·
28		
29		
30		
31	Leighton H	ills, Board President Sharon Mullin, Secretary

**DRAFT** 



Description

Actual For 2003 - 2004

Proposed For 2004 - 2005

Comments

#### **Administraive Income and Expenses**

Adminstrative Income		
General Taxes	50,000	51,000
E. R. A. F. Refund	15,825	6,300 Last year's refund included a prior yea
Non Tax Income	6,766	0
Earned Interest	2,067	
Total Administrative Income =	74,658	58,800
Administrative Expenses		
Conferences and Meetings	906	1,000
P & L Insurance	895	1,119 Increrased Insurance Cost
Management Fees	8,800	9,600
Accounting Fees	8,690	10,000 Work on audit will increase costs
Independent Audit		10,000
Miscellaneous	475	500
General Election	250	350 Election fees to increase
Mailing and Shipping	234	250
Office Supplies	523	575
Copier maintenance	337	400
County Fees	868	900
Travel & mileage	1,802	1,900
Tellephone & Communications	2,276	2,500
Legal opinions and advice	1,073	1,500
Total Administrative Expenses =	27,129	40,594
Administative Income - Expenses =	47,529	18,206

Description Fire Ope	Actual For 2003 - 2004 rationa Incol	Proposed For 2004 - 2005 me and Expenses	Comments
Fire Operations Income			
West Marin Grant	8,400	8,400	
Fire Association donations	5,933_	6,741	
Total Fire Income =	14,333	15,141	
Fire Operational Expenses			
P & L Insurance	3,233	4,041	
Administrative	2,700	2,700	
W. Marin Funds	5,355	11,445 Balan	ce from last year to be spent
Total Fire Operational Expenses =	11,288	18,186	
Fire Operations Income - Expenses =	3,045	-3,045 Retair	ned 03-04 earnings will offset loss
Firesafe Marin	n Operationa	Income and Exper	ises
Firesafe Marin Grant Income			
Firesafe Marin Grant	20,363	20,500	
Total Firesafe Marin Income =	20,363	20,500	

Firesafe Marin Grant	20,363	<u>20,500</u>
Total Firesafe Marin Income =	20,363	20,500
Firesafe Marin Expenses		
Chipper Payroll	16,467	11,000
FICA	1,128	842
Workers Compensation Insurance		6,400
Miscellaneous	2,504	2,500
Total Firesafe marin Expenses =	20,099	20,742

Firesafe Marin Income - E	xpenses =	264
---------------------------	-----------	-----

-242 Retained 03-04 earnings will offset loss

• · · · · · · · · · · · · · · · · · · ·	Actual For 2003 - 2004	Proposed For 2004 - 2005	Comments
Recreational	Activities Ir	ncome and Exp	penses
Recreational Activities Income			
CC Rentals	9,087	9,500	
Bistro	1,996	2,000	
Community Dinners	400	400	
Children's Programs	151	150	
Tai Chi	1,817	1,800	
Total Recreational Income =	13,451	13,850	1
Recreational Expenses	`		
Administration	6,000	6,000	
Maintenance Manager	2,909	3,400	
Janitorial	3,744	3,838	Inflation increase in compensation
Maintenance worker	2,074		Inflation increase in compensation
Bistro Wages	2,340	2,340	·
FICA	868	924	
Workers Compensation Insurance	930	990	
P & L Insurance	903	1,129	
Miscellaneous	29	100	
Bistro supplies	659	750	
Tai Chi	1,508	1,440	
Children's Programs		175	
Community Dinners	752	800	
Refuse Removal	484	484	
Buildding Supplies	456	500	
Pay Telephone	587	600	
Electrical	1,053	1,200	
Propane Gas	484_	500	
Total Recreational Expenses =	25,780	27,669	
Community Center Capital Improvement Expens	es		
Wages	27,895	12,500	
Fica	516	956	
Workers Compensation Insurance		2,750	
Materials		8,000	
Total Capital Improvement Expenses =	28,411	24,206	

Actual For Proposed For

Description 2003 - 2004 2004 - 2005 Comments

Total Recreational Income - Expenses = -40,740 -38,026

**Proposed For** 

70,043

**Actual For** 

	Autual I Ol	1 Toposca i ot						
Description	2003 - 2004	2004 - 2005	Comments					
Roads and Easements Income and Expenses								
Roads and Easements Income								
Grant Income	15,000	10,000 Possibl	e grant from Marin County					
Roads and Easement Expenses								
Administration	6,000	6,000						
Maintenance Manager	3,115	3,200						
Maintenance worker	2,306	2,500						
FICA	415	436						
Workers Compensation Insurance	0	499						
P & L Insurance	423	529						
Total R & E Operational Expenses	= 4,794	10,000 \$8,000	already spent					
	17,053	23,164						
Roads and Easement Capital Improvements								
Easement Lighting	7,793	No major improvement	s scheduled					
Easement Stairs	13,280							
FICA	1,016							
Workers Compensation Insurance	0							
Total R & E Capital Imp. Expenses =	22,089							
Total R & E Income - Expenses =	-24,142							
Water Capital	Improvement	Income and Exper	ises					
Water Capital Improvement Income		_						
Special Assessment Tax	49,543	49,543						
Consumption Surcharge	18,576	18,500						
Total Earned Interest	4,759	2,000 Principa	al base expected to decline					

72,878

Water Capital Improvement Expenses

	Actual For	Proposed For	
Description	2003 - 2004	2004 - 2005	Comments
Administration	1,550	8,700	Extensive capital improvement work
County Fees	320	320	
P & L Insurance	322	403	
Miscellaneous	114	250	
Well site improvements		175,000	
Water Rights Resolution	3,500	1,500	_
	5,806	186,173	
Total Water Capital Imp. Expenses =	67,072	-116,130	Retained earnings will offset loss

Description 2	Actual For 1903 - 2004 Prations Income	Proposed For 2004 - 2005 and Expen	Comments S <del>C</del> S
Water Operations Income			
Water Service	71,441	72,000	
Lat payments	1,058	1,000	
Earned Interest	32	50	
Total Miscellaneous	65_	0	
	72,596	73,050	
Water Operations Expenses			
Administration	9,650	12,000	
Clerical	10,225	9,000	
Maintenance Manager	16,558	17,000	
Maintenance worker	613	750	
FICA	1,329	2,046	
Workers Compensation Insurance	7,998	8,267	
Medical Benefits	3,457	4,380	
P & L Insurance	1,535	1,944	
Annual permit fee	4,071	4,200	
Conferences & Training	200	450	Harvey's recertification
Travel & mileage	1,440	1,440	
Routine Repairs	959	1,000	
Water Quality Tests	420	7,500	Title 22 test required this year
Chemicals	936	1,000	
Miscellaneous	1,377	1,500	
Postage and Shipping	873	1,000	
Office Supplies	791	1,000	New Invoices to be ordered
Contract Services	0	4,000	
Telephone relay	893	900	
Electrical	4,601_	5,000	
Total Water Operations Expenses =	67,926	84,377	
Total Water Operations Income - Expenses =			
	4,670	-11,327	Loss to offset from retained general funds
Total District Income =	283,279	261,384	
Total District Expenditures =	225,581	425,111	
Total District Income - Expenditures =	57,698	-163,727	Loss offset from retained earnings

# 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 4, 2004

IN THE COMMUNITY CENTER 19 SEACAPE DRIVE TO BEGIN AT 6:30 J.M. 7:00

DESCRIPTION		7.00	]	PAGES
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Bills to be Paid Report for 06//01/04 through 06/	/30/04			4 - 5
District Fiscal Consolidated Balance Sheet as of				
Statement of Revenues and Expenditures-Summa	ary for Ju	ne 2004		7
Statement of Revenues and Expenditures-Detaile	ed for Jun	ie, 2004		. 8 - 10
Proposed Budget for Fiscal Year 2004 - 2005				11 - 15
Draft Minutes of the June 23, 2004 Board Meetir	ng			15 - 18

# AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR BOARD MEETING ON WEDNESDAY, AUGUST 4, 2004. TO BEGIN AT APPROXIMATELY 6:30 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

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

- I. President Hills will call the general meeting to order,
- II. Review and consideration of the August 4, 2004 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. Fire Department, Emergency Disaster Committee: Chief Sward will update the Board on the Fire Department activities.
- V. Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the June 1 through June 30, 2004 period.
- VI. Review and approval for the response to the Comprehensive Transportation Management Plan (C.T,M.P.) Meeting held on July 17, 2004. Director Kamradt will give a report to the Board on her attendance to this meeting. This fook more from an hour of Committee Type
- VII. General Manager's Report: The General Manager's written report follows, and the G. M. will be present to answer questions concerning the various elements in the report. This report is an integral part of the Agenda and the Board may take action on any or all items within the report.
  - A. Administration: Administrative activities have been normal. The following specific items require Board consideration:
    - 1. President Hills will give a report on the retention of an independent auditor for the District.
    - 2. Budget for the next fiscal year. The suggested budget for fiscal year 2004-05 is included in the packet. The budget includes allocations for capital improvements to the well site, but does not include a full list of specific improvements. These details will be developed during the year, as plans and cost estimates are completed.
  - **B.** Roads and Easements: The pavement repairs for Sunset Way have been completed. The grinding of the existing asphalt and use as additional road base worked well. While the repairs are intended as a short term measure, my inspection of the completed work indicates that the quality may exceed our expectations.
  - C. WATER OPERATIONS: In general water operations have been normal and no important repairs have been necessary.
    - 1. Coliform tests taken during June were free of bacteria.



### 2. Water Billing:

WATER BILLING ANALYSIS AND COMPARISON WITH PRIOR YEAR				
Description	5/16/04 to 6/16/04	5/23/03 to 6/23/03	04 - 03 % Change	
Water consumption billing	\$6,799.59	\$6,253.16	+8.74	
Late payment penalties	108.34	63.39		
Interest charges	0.57	3.28		
Total water billing	\$6,908.50	\$6,319.83	+9.31	
Capital Improvement Surcharge	\$1,745.11	\$1,596.03	+9.90	

Description	5/16/04 to 6/16/04	5/23/03 to 6/23/03	04-03 % change
Total volume pumped through master meter =	964,559 gallons	967.405 gallons	- 0.29
Average daily pumping rate	29,626 gallons	31,207 gallons	-5.07
Highest pumping day volume pumped =	41,560 gallons	43,900 gallons	-5.33
Lowest pumping day volume pumped =	25,000 gallons	21,250 gallons	+17.65
Total volume billed through service meters =	918,406 gallons	849,671 gallons	+8.09
Gross unaccounted for water loss =	46,153 gallons	117,734 gallons	-60.79
Estimated un-metered maintenance use	2,500 gallons	2,000 gallons	
Estimated leak repair losses	500 gallons	2,000 gallons	
Net unaccounted for water loss	43,153 g. 4.47%	113,734 g. 11.76%	-61.99
Average daily consumption per meter =	194 gallons	180 gallons	+7.38
Average service billing =	\$44.25	\$41.00	+7.93

- 2. It should be noted that while gross consumer water consumption increased by more than 8%, the gross production decreased, indicating the improvement in unaccounted for water loss. A total of seven consumers consumed more than 2,000 cubic feet, one as a result of a water leak that was corrected.
- **D.** Water Capital Improvements: Requests for installing the pump and ancillary electrical and piping for the new has been mailed to four firms specializing in this work. I expect replies within the next ten days.
- E. Recreation: There are several items for Board consideration
  - 1. Post cards were mailed to the nearby residents of the Starbuck Cull de Sac informing them

of the Board's intent to consider installing a basketball facility to replace the facility that was recently removed. They were invited to attend the meeting, or phone or write in support or opposition to the installation.

- 2. The glass for the deck roof has been ordered and the new shingling of the roof is almost complete. I suggest the Directors inspect the fine work that is being performed by Michael Moore and his assisting workers.
- 3. The under sink water filter (reverse osmosis) for the community center has been purchased. However, there is some controversy over its installation.

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 nonrepetitive supporting information.

#### PUBLIC INPUT

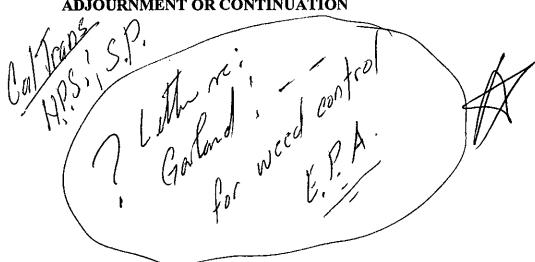
Old business: The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. The public must reference the minute item and date of the approved minutes

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

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

- Review of the draft minutes for the general meeting held on June 23, 2004. IX.
- Next meeting date: The forth Wednesday in August is August 25, 2004 X.

#### ADJOURNMENT OR CONTINUATION



### Muir Beach Community Services District Bills to be Paid

June 2004

	TOTAL	Admin	Cap Impr	Fire	Rec	Roads	Water
Gove, Christopher (CC roof)	3,918.46	0.00	3,918.46	0.00	0.00	0.00	0.00
ABC Consultants, Inc.	3,915.00	965.00	725.00	225.00	500.00	500.00	1,000.00
Sward, John (CC steps)	3,552.45	0.00	3,552.45	0.00	0.00	0.00	0.00
Sward, Jes (CC steps)	3,418.96	0.00	3,418.96	0.00	0.00	0.00	0.00
Silva, Matthew (CC roof)	3,337.15	0.00	3,337.15	0.00	0.00	0.00	0.00
Streb, Tom (CC roof)	2,755.84	0.00	2,755.84	0.00	0.00	0.00	0.00
Mullin, Sharon	2,404.62	2,014.62	0.00	0.00	0.00	0.00	390.00
Marin County Environmental Health	2,182.00	0.00	0.00	0.00	0.00	0.00	2,182.00
Caughlan, Justin (CC steps)	2,174.53	0.00	2,174.53	0.00	0.00	0.00	0.00
Moore, Michael (CC roof, chipper reimb)	1,916.55	0.00	707.85	1,208.70	0.00	0.00	0.00
Moore, Michael (CC roof, chipper labor)	1,722.40	0.00	1,076.50	645.90	0.00	0.00	0.00
Pearlman, Harvey	1,551.90	139.34	0.00	0.00	272.35	94.73	1,045.48
Streb, Tom (CC roof)	1,515.00	0.00	1,515.00	0.00	0.00	0.00	0.00
Specialty Stone (CC steps)	1,313.82	0.00	1,313.82	0.00	0.00	0.00	0.00
Bender, Suzanne - V	505.38	0.00	0.00	0.00	505.38	0.00	0.00
Gonzalez, Juana	310.04	0.00	0.00	0.00	310.04	0.00	0.00
CalPers	306.76	0.00	0.00	0.00	0.00	0.00	306.76
SBC	207.98	112.29	0.00	63.73	0.00	0.00	31.96
Richmond, Lonna	193.78	0.00	0.00	0.00	193.78	0.00	0.00
Gonzalez, Salvador	161.48	0.00	0.00	0.00	80.74	60.56	20.18
Misc Customer (new mailbox)	152.87	152.87	0.00	0.00	0.00	0.00	0.00
Alcala, Jose	148.02	0.00	0.00	0.00	80.73	67.29	0.00
Wang, Emiko	135.60	0.00	0.00	0.00	135.60	0.00	0.00
Kinko's	103.31	85.31	0.00	0.00	0.00	0.00	18.00
Cingular Wireless	92.36	56.51	0.00	0.00	0.00	0.00	35.85
Herb's Pool Service	51.48	0.00	0.00	0.00	0.00	0.00	51.48
Knox, Julian (Brita filter)	43.06	0.00	0.00	0.00	43.06	0.00	0.00
Knox, Nancy (Bistro exp)	40.00	0.00	0.00	0.00	40.00	0.00	0.00
USPS	37.00	0.00	0.00	0.00	0.00	0.00	37.00
County of Marin, HHS Public Health Lab	30.00	0.00	0.00	0.00	0.00	0.00	30.00
Home Depot	25.73	0.00	0.00	0.00	0.00	0.00	25.73
Trader Joe's	7.00	0.00	0.00	0.00	7.00	0.00	0.00
Bell Market	3.35	0.00	0.00	0.00	3.35	0.00	0.00
TOTAL	38,233.88	3,525.94	24,495.56	2,143.33	2,172.03	722.58	5,174.44

Accrual Basis

### Muir Beach Community Services District Bills to be Paid June 2004

Total paid out of the Water Capital Improvements Fund	725.00
Total paid out of the General Fund	_37,508.88
	38,233.88
Total paid out of the Rental Security Deposit Trust	0.00
Total paid out of the Water Security Deposit Trust	0.00
Total paid out of the Shaffer Medical Trust Fund	350.95
Total checks issues	38,584.83

The above bills were approved for payment by the Muir Beach Community Services District Board	of Directors on the day of, 2004.
MUIR BEACH COMMUNITY SERVICES DI	STRICT
Leighton Hills, President	Donovan Macfarlane, General Manager

### Muir Beach Community Services District Balance Sheet

### Accrual Basis

As of June 30, 2004

	Jun 30, 04
ASSETS Current Assets Checking/Savings	
Fund 428, County General Fund Fund 429, County Investment Fun	5,580
Capital Improvements	263,030
Fire Station Reserve General Investments	14,637 89,304
Total Fund 429, County Investment Fun	366,971
Petty Cash Fund	149
Smith Barney Citigroup Community Center Deck Roof	9,530
Community Phone Book	9,556 614
Firesafe Marin	14,568
General Funds	51,579
Quilters grant receipts	5,000
Rental deposit trust	4,700
Shaffer CalPers Trust Water Security Deposit Trust	83 6,900
West Marin Funds	3,440
Total Smith Barney Citigroup	96,415
Total Checking/Savings	469,115
Accounts Receivable	10.000
Receivables	16,388
Total Accounts Receivable	16,388
Total Current Assets	485,504
Fixed Assets A4048, Office Equipment	537
Total Fixed Assets	537
TOTAL ASSETS	486,040
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable	
Payables	3,296
Total Accounts Payable	3,296
Other Current Liabilities	4 700
R9255R, Refundable deposits W1506CPSh Shaffer CalPers Trust	4,700
W9025RD,Water Security deposits	6,900
Total Other Current Liabilities	11,683
Total Current Liabilities	14,979
Total Liabilities	14,979
Equity	
Opening Bal Equity	6,731
Retained Earnings	391,315
Net Income	73,015
Total Equity	471,061
TOTAL LIABILITIES & EQUITY	486,040

### Muir Beach Community Services District Statement of Revenues and Expenditures-Summary June 2004

### Accrual Basis

	Jun 04
Ordinary Income/Expense Income	
Administrative Income	9,009
Firesafe Marin Grant Income	6,493
Recreational Activities Income	1,107
Water Capital Improvement	3,753
Water Operations Income	6,909
Total Income	27,270
Expense	
Administrative Expenses	3,526
Fire Operational Expenses	289
Firesafe Marin Grant Expen	1,855
Recreational Expenses	15,673
Roads & Easements Expen	10,992
Water Capital Improve ts Exp.	725
Water Operating Expenses	5,174
Total Expense	38,234
Net Ordinary Income	-10964
Other Income/Expense Other Income	
Interest Income	38
	-
Total Other Income	38
Net Other Income	38
Net Income	-10926

### Accrual Basis

### Muir Beach Community Services District Statement of Revenues and Expenditures- Detailed June 2004

	Jun 04
Ordinary Income/Expense	
Income Administrative Income	
A9001, General Tax Income A9203, Non Tax Income	2,268 6,741
Total Administrative Income	9,009
Firesafe Marin Grant Income F9811FM, Grant income	6,493
Total Firesafe Marin Grant Income	6,493
Recreational Activities Income R9255, CC Rental Income R9801, Donations received R9801 Deck Roof	634 100
Total R9801, Donations received	100
R9811, Rec. Programs Income. R9811BI, Bistro Income R9811TC, Tai Chi Income	155 215
Total R9811, Rec. Programs Income.	370
R9834, Phone Book Income	3
Total Recreational Activities Income	1,107
Water Capital Improvements Inc H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Non District Surcharge	1,700 45
Total H9031, Water Surcharge Income	1,745
H9377, Interest Earnings H9377C, Cap. Imp. Interest	2,008
Total H9377, Interest Earnings	2,008
Total Water Capital Improvements Inc	3,753
Water Operations Income W9025, Water Service Income W9025Int., Overdue bili interst W9025LP, Late pay penalty W9025, Water Service Income - Other	1 108 6,800
Total W9025, Water Service Income	6,909
Total Water Operations Income	6,909
Total Income	27,270
Expense Administrative Expenses	•
A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees	83 2,785
A2130, Mailing & Shipping Exp.	2
A2133, Office Supplies	182
A2137, Copier Maint. Expenses A2479, Travel Expenses	139 165
A2534, Telephone/Communications Administrative Expenses - Other	169
Total Administrative Expenses	3,526
Fire Operational Expenses	
F2117, Administrative Fees F4827, W. Marin Fund Expenses	225 64

### Muir Beach Community Services District Statement of Revenues and Expenditures- Detailed June 2004

Accrual Basis

	Jun 04	
Total Fire Operational Expenses		289
Firesafe Marin Grant Expenses F2077-Chipper grant program F1073 Chipper Payroll F1404 FICA F2077 Misc. Expenses	600 46 1,209	
Total F2077-Chipper grant program	1,855	
Total Firesafe Marin Grant Expenses	1,	855
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R2041, Rec. Program Expenses R2041PB-Phone Book Exp R2041BI, Bistro Expenses R2041TC, Tai Chi Expenses	253 444 133 505 273 136	
Total R2041, Rec. Program Expenses	914	
R2117, Administrative Expenses R4000 Capital Improvements R1404BI-FICA R4001, Building Improvements	500 516 12,913	
Total R4000 Capital Improvements	13,429	
Total Recreational Expenses	15,	673
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E2117, Administrative Fees E4000 Capital improvements E4011-Easement Stairs E1404-FICA	9,540 730	
Total E4000 Capital improvements	10,270	
Total Roads & Easements Expenses  Water Capital Improve'ts Exp.  H2117, Administrative Fees	10, 725	992
Total Water Capital Improve'ts Exp.		725
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPHvy	869 19 68 307	
Total W1506, Medical benefits	307	
W2058, Annual Permit Fee W2077, Routine Repairs W2115, Chemicals I Testing W2115C, Chemical Supplies W2115T, Water Quality Tests	2,182 26 51 30	
Total W2115, Chemicals I Testing	81	
W2117, Adminsitrative Fees W2121, Miscellaneous Expenses W2130, Postage & Shipping	1,390 18 37	

### Muir Beach Community Services District Statement of Revenues and Expenditures- Detailed June 2004

### Accrual Basis

	Jun 04
W2479, Travel allowance W2534, Telephone Relay Expense	110 68
Total Water Operating Expenses	5,174
Total Expense	38,234
Net Ordinary Income	-10,964
Other Income/Expense Other Income Interest Income	38
Total Other Income	38
Net Other Income	38
Net Income	-10,926

### Muir Beach Commity Services District Proposed Budget for Fiscal Year 2004 - 2005

Description	Actual For 2003 - 2004	Proposed For 2004 - 2005	Comments			
Administraive Income and Expenses						
Adminstrative Income						
General Taxes	50,000	51,000				
E. R. A. F. Refund	15,825	6,300	Last year's refund included a prior year			
Non Tax Income	6,766	0				
Earned Interest	2,067	1,500	Investment reserves loweer			
Total Administrative Income =	74,658	58,800				
Administrative Expenses						
Conferences and Meetings	906	1,000				
P & L Insurance	895	1,119	Increrased Insurance Cost			
Management Fees	8,800	9,600				
Accounting Fees	8,690	10,000	Work on audit will increase costs			
Independent Audit		10,000				
Miscellaneous	475	500				
General Election	250	350	Election fees to increase			
Mailing and Shipping	234	250				
Office Supplies	523	575				
Copier maintenance	337	400				
County Fees	868	900				
Travel & mileage	1,802	1,900				
Tellephone & Communications	2,276	2,500				
Legal opinions and advice	1,073	1,500				
Total Administrative Expenses =	27,129	40,594	•			

47,529

18,206

Administative Income - Expenses =

### Muir Beach Comm nity Services District Proposed Budget for Fiscal Year 2004 - 2005

Proposed B	uaget for his	scai Tear 2004 - 200	ວ
Description Fire One	Actual For 2003 - 2004	Proposed For 2004 - 2005 me and Expenses	Comments
riie Ope		ne and Expenses	
Fire Operations Income			
West Marin Grant	8,400	8,400	
Fire Association donations	5,933	6,741	
Total Fire Income =	14,333	15,141	
Fire Operational Expenses			
P & L Insurance	3,233	4,041	
Administrative	2,700	2,700	
W. Marin Funds	5,355	11,445 Balance	e from last year to be spent
Total Fire Operational Expenses =	11,288	18,186	
Fire Operations Income - Expenses =	3,045	-3,045 Retaine	ed 03-04 eamings will offset loss
Firesafe Marin	Operationa	Income and Expens	ses
Firesafe Marin Grant Income			
Firesafe Marin Grant	20,363	20,500	
Total Firesafe Marin Income =	20,363	20,500	
Firesafe Marin Expenses			
Chipper Payroll	16,467	11,000	
FICA	1,128	842	

2,504

20,099

264

6,400

2,500

-242 Retained 03-04 earnings will offset loss

20,742

Workers Compensation Insurance

Total Firesafe marin Expenses =

Firesafe Marin Income - Expenses =

Miscellaneous

### Muir Beach Community Services District Proposed Budget for Fiscal Year 2004 - 2005

	Actual For 003 - 2004	Proposed For 2004 - 2005	Comments
•			Comments
Recreational	Activities	Income and Exp	enses
Recreational Activities Income			
CC Rentals	9,087	9,500	
Bistro	1,996	2,000	
Community Dinners	400	400	
Children's Programs	151	150	
Tai Chi	1,817	1,800	
Total Recreational Income =	13,451	13,850	
Decreational Evypness			
Recreational Expenses Administration	6 000	0.000	
Maintenance Manager	6,000 2,909	6,000	
Janitorial	2,909 3,744	3,400	Inflation in constant
Maintenance worker	3,7 <del>44</del> 2,074		Inflation increase in compensation
Bistro Wages	2,074 2,340	2,340 2,340	Inflation increase in compensation
FICA	2,3 <del>40</del> 868	2,340 924	
Workers Compensation Insurance	930	990	
P & L Insurance	903	1,129	
Miscellaneous	903 29	1,129	
Bistro supplies	659	750	
Tai Chi	1,508	1,440	
Children's Programs	1,000	175	
Community Dinners	752	800	
Refuse Removal	484	484	
Buildding Supplies	456	500	
Pay Telephone	587	600	
Electrical	1,053	1,200	
Propane Gas	484	500	
Total Recreational Expenses =	25,780	27,669	
	,,,,,	,,	
Community Center Capital Improvement Expense			
Wages	27,895	12,500	
Fica	516	956	
Workers Compensation Insurance		2,750	
Materials		8,000	
Total Capital Improvement Expenses =	28,411	24,206	
Total Recreational Income - Expenses =	-40,740	-38,026	

### Muir Beach Con nity Services District Proposed Budget for Fiscal Year 2004 - 2005

Des	crii	otio	ın	

Actual For 2003 - 2004

**Proposed For** 2004 - 2005

Comments

### **Roads and Easements Income and Expenses**

Roads and Easements Income		
Grant Income	15,000	10,000 Possible grant from Marin County
Roads and Easement Expenses		
Administration	6,000	6,000
Maintenance Manager	3,115	3,200
Maintenance worker	2,306	2,500
FICA	415	436
Workers Compensation Insurance	0	499
P & L Insurance	423	529
Total R & E Operational Expenses =	4,794	10,000 \$8,000 already spent
·	17,053	23,164
Roads and Easement Capital Improvements	•	,
Easement Lighting	7,79 <b>3</b>	No major improvements scheduled
Easement Stairs	13,280	
FICA	1.016	
Workers Compensation Insurance	. 0	
Total R & E Capital Imp. Expenses =	22,089	

-24,142

### Water Capital Improvement Income and Expenses

### **Water Capital Improvement Income**

Total R & E Income - Expenses =

Special Assessment Tax	49,543	49,54 <b>3</b>	
Consumption Surcharge	18,576	18,500	
Total Earned Interest	4,759	2,000	Principal base expected to decline
_	72,878	70,043	•
Water Capital Improvement Expenses			
Administration	1,550	8,700	Extensive capital improvement work
County Fees	320	320	· ·
P & L Insurance	322	403	
Miscellaneous	114	250	
Well site improvements		175,000	
Water Rights Resolution	3,500	1,500	
_	5,806	186,173	•
Total Water Capital Imp. Expenses =	67,072	-116,130	Retained earnings will offset loss

### Muir Beach Comment nity Services District Proposed Budget for Fiscal Year 2004 - 2005

Actual For Proposed For  Description 2003 - 2004 2004 - 2005 Comments  Water Operations Income and Expenses				
Water Operations Income and Expenses	Description			Comments
·	Water C	perations Inco	me and Expense	es es
Mater Convenience Income	Motor Operations Income	•	•	
Water Operations Income	water Operations income			
Water Service 71,441 72,000	Water Service	71,441		
Lat payments 1,058 1,000	Lat payments	1,058	1,000	
Earned Interest 32 50	Earned Interest	32	50	
<b>Total</b> Miscellaneous650_	Total Miscellaneous			
72,596 73,050		72,596	73,050	
Water Operations Expenses	Water Operations Expenses			
Administration 9,650 12,000	Administration	9.650	12.000	
Clerical 10,225 9,000		-		
Maintenance Manager 16,558 17,000			_	
Maintenance worker 613 750		•	•	
FICA 1,329 2,046				
Workers Compensation Insurance 7,998 8,267		-		
Medical Benefits 3,457 4,380				
P & L Insurance 1,535 1,944				
Annual permit fee 4,071 4,200				
Conferences & Training 200 450 Harvey's recertification			<del>-</del>	larvey's recertification
Travel & mileage 1,440 1,440	<del></del>	1,440		•
Routine Repairs 959 1,000		-		
Water Quality Tests 420 7,500 Title 22 test required this year	·	420		itle 22 test required this year
Chemicals 936 1,000	•	936	1,000	·
Miscellaneous 1,377 1,500	Miscellaneous	1,377	-	
Postage and Shipping 873 1,000	Postage and Shipping	873		
Office Supplies 791 1,000 New Invoices to be ordered	= '', '	791	1,000 N	lew Invoices to be ordered
Contract Services 0 4,000		0		
Telephone relay 893 900		893		
Total Water Operations Expenses = 4,601 5,000		4.601		
67,926 84,377				
Total Water Operations Income - Expenses =	Total Water Operations Income - Expenses =	•	,	
4,670 -11,327 Loss to offset from retained general fun			-11,327 L	oss to offset from retained general funds
Total District Income = 283,279 261,384	Total District Income =	= 283,279	261,384	
Total District Expenditures = 225,581 425,111			<del>-</del>	
Total District Income - Expenditures = 57,698 -163,727 Loss offset from retained earnings				oss offset from retained earnings

### MUIR BEACH COMMUNITY SERVICES DISTRICT

MINUTES OF THE BOARD OF DIRECTORS' MEETING HELD ON WEDNESDAY, JUNE 23, 2004

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### CALL TO ORDER

8 9

President Hills called the regular meeting of the Muir Beach Community Services District Board of Directors to order at 6:43 pm on Wednesday, June 23, 2004.

10 11 12

### ROLL CALL

13

PRESENT: DIRECTORS: Hills, Ostroff, Shaffer

14 15

PRESENT: OFFICIALS:

General Manager Macfarlane, Secretary/Treasurer Mullin

16 17

### REGULAR AGENDA

18 19

### I. Review and consideration of the June 23, 2004 Agenda:

20 21

22

MOTION:

To approve the Agenda as submitted.

Moved:

Shaffer, seconded by Ostroff

23 Vote:

AYES: Unanimous

24 25

### II. Presentation by Doug Widmayer:

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35 36 Doug Widmayer, transportation engineer and project manager for the Comprehensive Transportation Management Plan gave a report on the progress of the CTMP. They are looking to find a range of reasonable alternatives. The outside parameters are set by public input and public outcry surrounding the prior set of alternatives has resulted in the following decisions: There will be no parking lots added to Frank Valley and there will be no change or restriction of the traffic in anyway to Muir Beach roads. Flow pattern restrictions for some bus use will be considered. The question of whether the Muir Beach area can sustain the foot traffic that comes with 175 cars (the current parking lot capacity) remains unanswered. A carrying capacity study will be needed at some point. Doug mentioned that a lot of work has already been done on the Big Lagoon project. He will be looking to build on the decisions already made for that project.

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43 44 Various potential alternatives were discussed including a smaller parking, multiple small lots, relocating the existing lot, adding bus service, utilizing the Muir Beach Overlook lot, creating a neighborhood parking district, having a resident deputized to issue parking tickets, petitioning the County to raise the fine on parking tickets, creating a website and installing a webcam so visitors can inform themselves of current weather and parking conditions prior to coming, having signage in Tam Junction and on Highway 1 that reports conditions, setting up a discreet radio station, and building an aerial tram to transport visitors in.

45 46

> MBCSD Minutes June 23, 2004 Page 1

1	Issues that t	he audience brought up included having the Sheriff's Department patrol all Muir					
2	Beach streets (patrolling Pacific Way only serves to move the parking problem to the higher						
3	streets), and the hours of operation of the existing lot are insufficient. Doug stressed the						
4	importance	importance of community members attending the meetings and making their voices heard.					
5	-						
6	III. Bills to	be paid:					
7							
8	MOTION:	To approve the May report as submitted including a total of \$19,445.60 in					
9		General Fund expenditures, \$725.00 in Water Capital Improvement Fund					
10		expenditures, and \$450.95 in checks issued from the trust funds, for a total of					
11		\$20,621.55 in warrants issued.					
12	Moved:	Shaffer, seconded by Ostroff					
13	Vote:	AYES: Unanimous					
14							
15	IV. Fire De	partment, Emergency Disaster Committee:					
16	<u> </u>	F					
17	Chief Swar	d reported that the annual BBQ fundraiser was a success.					
18							
19	V. General	Manager's Report:					
20							
21	A. <b>A</b> 0	dministration:					
22							
23		1. The audit committee has met with one of the interested audit firms. Since the					
24		committee has not yet interviewed the remaining two, no decision has been					
25		made.					
26							
27	2	2. The budget committee has begun a discussion on the budget for fiscal 2004-					
28	•	2005. The General Manager will begin work on preparing a draft budget.					
29		2000 1 1 1 1 0 0 1 1 1 1 1 1 1 1 1 1 1 1					
30	•	3. As Director Kamradt was absent, there was no report on the Marin Advisory					
31	•	Committee.					
32							
33	•	4. The General Manager has contacted two payroll services for cost estimates.					
34		However, the County of Marin has indicated they will reduce the cost estimate					
35		they previously gave us by 40%. It is the feeling of the committee that if the					
36		County's cost estimate is competitive, we will continue to process our payroll					
37		through them.					
38		with ABIT MAIN.					
39	B R	oads and easements:					
40	2. 10						
41	Presid	lent Hills, Director Shaffer, General Manager Macfarlane, and Water Manager					
42		nan have inspected the areas of Sunset Way needing repair. There was a brief					
43		ssion about the two proposals that were submitted and subsequently amended by					
44		atal Paving and WK McLellan & Company.					
77	x 1111C1	tour a crime and risk motivation & Company.					

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MOTION: To accept the Pimental Paving amended proposal for \$8,000 and authorize

the General Manager to contact them to have the work begun immediately.

Moved:

Shaffer, seconded by Ostroff

Vote:

AYES: Unanimous

### C. Water operations:

General Manager Macfarlane reported that water operations have been normal and no important repairs have been necessary.

### D. Capital Improvements:

1. As our existing well is declining in production capacity, General Manager Macfarlane has recommended installing a pump in the new well and having the plumbing and electrical work done that will enable us to activate the pump. The estimated cost is less than \$10,000 and will be offset by avoiding the well duration test. The plumbing and electrical work done will be utilized in the final well site improvements. This will allow for the renovation of the existing well which will increase its production capacity to normal.

MOTION: To approve an expenditure of up to \$10,000 for the installation of a pump

in the new well as well as the plumbing and electrical work required to

activate the pump.

Moved:

Shaffer, seconded by Ostroff

Vote:

AYES: Unanimous

2. The capital improvements committee will make a recommendation during the next Board meeting.

#### E. Recreation:

- The General Manager indicated that the letters sent to notify residents at the end of Starbuck that the Board may replace the basketball facility in the Starbuck cul-de-sac were not received in time to allow for a sufficient comment period. A decision on this item has been postponed until the next Board of Directors meeting.
- 2. The General Manager has notified resident Peter Woods that he has Board approval to remove the seven trees discussed in a prior meeting. He was also notified that he is responsible for the cost of the replacement trees and shrubs to be chosen by the Muir Beach Garden Club and approved by the Board.

Electrical @ the community center.

# 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 25, 2004 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE TO BEGIN AT 7:00 P.M.

DESCRIPTION	<b>PAGES</b>
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## AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR BOARD MEETING ON WEDNESDAY, AUGUST 25, 2004. TO BEGIN AT APPROXIMATELY 7:00 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

**Directors:** 

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

Steve Shaffer.

- I. President Hills will call the general meeting to order, 8:2/
- II. Review and consideration of the August 25, 2004 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. Fire Department, Emergency Disaster Committee: Chief Sward will update the Board on the Fire Department activities.
- V. Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the July 1 through July 31, 2004 period.
- 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, and no specific items currently require Board consideration.
  - B. Roads and Easements: The following items require Board consideration.
    - 1. We have received a request from Dan Qualls and Anna Tom for permission to transverse the District Parkland for the purpose of providing vehicular and construction equipment access during the course of the anticipated residential construction on their Seacape Subdivision property. Such permission has been granted in the past, to various property owners having property adjacent to the Park Land. It is recommended that such permission be granted, with the caveat that the natural terrain and vegetation be protected as much as possible and restored to its natural condition when construction operations are completed. In addition, it should be noted that access to the Park at the Seacape Starbuck intersection is limited to the pedestrian stairs as the ground level of the Park entrance is too steep for vehicular access. If access is desired in this location, permission must be granted by the Lasky family whose property extends through the area were the ground level is accessible to vehicular traffic. Otherwise, vehicles must access via the Starbuck extension and traverse uphill through the Park for approximately 1,000 feet.

Altematively, when the Park pedestrian trail was surveyed by the trail consultant, he suggested that it might be prudent to eliminate the pedestrian stairs at the Seacape Starbuck intersection by reshaping the steep grade so as to permit easier foot access. At the time, the Board rejected the suggestion due to the cost and other possible factors. Should Mr. Qualls be willing to provide the regrading at his expense, the Board may wish to consider it.

2. The seven trees, along the easterly boundary of the Community Center Property, approved for removal by the Board have been removed. It is anticipated that the Garden Club will make their recommendations for replacing the trees to reestablish the screening benefits to the adjacent property.

Johnshenes,

- C. WATER OPERATIONS: In general water operations have been normal and no important repairs have been necessary.
  - 1. Coliform tests taken during July were free of bacteria.2. Water Billing:

WATER BILLING ANALYSIS AND COMPARISON WITH PRIOR YEAR					
Description	6/16/04 to 7/16/04	6/23/03 to 7/23/03	04 - 03 % Change		
Water consumption billing	\$6,519.98	\$7,147.59 <sup>1</sup>	-8.78		
Late payment penalties	58.21	9667	-39.78%		
Interest charges	0.49	2.46	-80.08%		
Total water billing	\$6,578.68	\$7,246.72.	-9.22%		
Capital Improvement Surcharge	\$1,675.12	\$1,831.61	-8.54%		

<sup>&</sup>lt;sup>1</sup>6/23/03 TO 7/23/03 was the first month of the new billing rates

Description	6/16/04 to 7/16/04	6/23/03 to 7/23/03	04 - 03 % Change
Total volume pumped through master meter =	874,815 gallons	1,037650 gallons	- 15.69%
Average daily pumping rate	29,083 gallons	34,588 gallons	-15.92%
Highest pumping day volume pumped =	36,150 gallons	47,900 gallons	-24.53%
Lowest pumping day volume pumped =	25,862 gallons	19,650 gallons	+31.61%
Total volume billed through service meters =	942.994 gallons	983,388 gallons	-4.11%
Gross unaccounted for water loss =	70513 gallons	54,262 gallons	0.2995
Estimated un-metered maintenance use	1,000 gallons	2,000 gallons	
Estimated leak repair losses	5,000 gallons	10,000 gallons	
Net unaccounted for water loss	64,513 g. 6.84%	42,282 g. 4.073%	0.5258
Average daily consumption per meter =	197 gallons	219 gallons	-10.05%
Average service billing =	\$42.61	\$49.00	-13.04%

We repaired some small leaks in the system during the 6/23/04 to 7/23/04 period.

- **D.** Water Capital Improvements: Due to vacations of District personnel, the scheduled capital improvements to activate the new well and service the existing well have been delayed. Harvey and crew will begin work for the piping and electrical service to the new well, and the new well should be in operation prior to the September meeting.
- E. Recreation: Vacations have also delayed installation of the basketball facility on Starbuck and the water filter for the community center.

As requested several meetings ago, I have completed my analysis of the need for additional storage space for the community center. My conclusion is that the most appropriate

action is to construct a 12' x 12' separate storage shed, with double entry doors at the East side of the main building. This will require some excavation to have the floor easily accessible from the existing walk. The structure should have the lower walls of concrete block, sealed for ground water protection, with the remaining structure frame construction. This suggestion has been reviewed with representatives from the Quilters and they concur with the location and facility. If the Board concurs, I will prepare the detailed plans and submit a cost estimate in the September meeting. Funding the facility might be the next goal of the Quialters.

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 August 4, 2004.

IX. Next meeting date: The forth Wednesday in August is September 22, 2004. there is also a 5<sup>th</sup> Wednesday on September 29, 2004.

ADJOURNMENT OR CONTINUATION

### Muir Beach Community Services District Bills to be Paid

July 2004

	TOTAL	Admin	Cap Impr	Total Fire	Total Rec	Roads	Water
ABC Consultants	3,907.88	957.88	725.00	225.00	500.00	500.00	1,000.00
Mullin, Sharon	2,404.62	2,014.62	0.00	0.00	0.00	0.00	390.00
Harvey Pearlman	1,884.01	-168.00	0.00	0.00	507.92	203.16	1,340.93
State Compensation Insurance Fund	1,378.63	0.00	0.00	0.00	91.60	0.00	1,287.03
PG&E	708.30	0.00	0.00	0.00	75.93	0.00	632.37
CalPers	• 613.52	0.00	0.00	0.00	0.00	0.00	613.52
Jes Sward (CC stairs)	466.04	0.00	466.04	0.00	0.00	0.00	0.00
Juana Gonzalez	398.94	0.00	0.00	0.00	398.94	0.00	0.00
Salvador Gonzalez	392.49	0.00	0.00	0.00	230.88	132.74	28.87
Lonna Richmond	249.36	0.00	0.00	0.00	249.36	0.00	0.00
Jesse Beckman (CC roof)	221.64	0.00	221.64	0.00	0.00	0.00	0.00
SBC	207.98	112.29	0.00	63.73	0.00	0.00	31.96
Pearlman, Harvey (mileage, reimbursements)	144.41	0.00	0.00	0.00	0.00	34,41	110.00
Waste Management	121.05	0.00	0.00	0.00	121.05	0.00	0.00
USPS	120.70	44.40	0.00	0.00	0.00	0.00	76.30
Cingular Wireless	92.42	57.96	0.00	0.00	0.00	0.00	34.46
Jose Alcala	92.35	0.00	0.00	0.00	0.00	0.00	92.35
Wang, Emiko	90.00	0.00	0.00	0.00	90.00	0.00	0.00
SBC 9969	53.88	0.00	0.00	0.00	53.88	0.00	0.00
Knox, Nancy	42.00	0.00	0.00	0.00	42.00	0.00	0.00
Home Depot	25.73	0.00	0.00	0.00	0.00	0.00	25.73
Whole Foods	8.14	0.00	0.00	0.00	8.14	0.00	0.00
Walgreens	2.13	0.00	0.00	0.00	0.00	0.00	2.13
Goodman Building Supply	1.87	0.00	0.00	0.00	0.00	1.87	0.00
TOTAL	13,628.09	3,019.15	1,412.68	288.73	2,369.70	872.18	5,665.65

Accrual Basis

### Muir Beach Community Services District Bills to be Paid July 2004

Total paid out of the Shaffer Medical Trust Fund Total checks issues	350.95 15,229.04
Total paid out of the Water Security Deposit Trust	0.00
Total paid out of the Rental Security Deposit Trust	1,250.00
	13,628.09
Total paid out of the General Fund	12,903.09
Total paid out of the Water Capital Improvements Fund	725.00

The above bills were approved for payment	t by the Muir Beach Community Services District Board of Directors on the	day of, 2004.
	MUIR BEACH COMMUNITY SERVICES DISTRICT	
Leighton Hills, President		Donovan Macfarlane, General Manager

### Muir Beach Community Services District Balance Sheet

### **Accrual Basis**

As of July 31, 2004

	Jul 31, 04
ASSETS	
Current Assets Checking/Savings Smith Barney	20.407
General Funds	89,197
Total Smith Barney	89,197
428 Gen'l Fd 429 Inv Fd Water Capital Improvement Fund Fire Station Reserve Fund General Investments	4,357 264,705 14,637 88,782
Total 429 Inv Fd	368,124
Petty Cash Fund	313
Total Checking/Savings	461,992
Accounts Receivable Receivables	15,300
Total Accounts Receivable	15,300
Other Current Assets Undeposited Funds Deposits	344 35
Total Other Current Assets	379
Total Current Assets	477,671
Fixed Assets Building Machinery & Equipment	4,305 537
Total Fixed Assets	4,842
TOTAL ASSETS	482,513
LIABILITIES & EQUITY Liabilities Current Liabilities Other Current Liabilities Rental Security Deposits	3,950
Shaffer CalPers Trust Water Security deposits	-619 7,100
Total Other Current Liabilities	10,431
Total Current Liabilities	10,431
Total Liabilities	10,431
Equity Retained Earnings Net Income	474,234 -2,152
Total Equity	472,082
TOTAL LIABILITIES & EQUITY	482,513

### Muir Beach Community Services District Statement of Revenues and Expenditures July 2004

### Accrual Basis

	Jul 04
Ordinary Income/Expense Income	
Water Operations Income	8,253.80
Recreational Activities Income	1,825.59
Other Income	200.00
Total Income	10,279.39
Expense	
Administration Fees	3,750.00
Bistro Expenses	50.14
Bookkeeping	2,375.00
Employee Benefits	613.52
Insurance	1,378.63
Mileage Allowance	267.88
Office Expense	29.62
Outside Services	90.00
Payroll Expenses	3,704.83
Postage & Delivery	120.70
Repair & Maintenance	62.01
Telephone	300.40
Utilities	883.23
Water Testing & Expense	2.13
Total Expense	13,628.09
Net Ordinary Income	-3,348.70
Other Income/Expense Other Income	
Interest Income	1,196.32
Total Other Income	1,196.32
Net Other Income	1,196.32
Net Income	-2,152.38

#### MUIR BEACH COMMUNITY SERVICES DISTRICT 1 2 MINUTES OF THE BOARD OF DIRECTORS' MEETING 3 HELD ON WEDNESDAY, AUGUST 4, 2004 4 5 6 7 CALL TO ORDER 8 9 President Hills called the regular meeting of the Muir Beach Community Services District Board of Directors to order at 7:20 pm on Wednesday, August 4, 2004. 10 11 12 **ROLL CALL** 13 14 PRESENT: DIRECTORS: Hills, Kamradt, Ostroff, Shaffer 15 PRESENT: OFFICIALS: General Manager Macfarlane, Secretary/Treasurer Mullin 16 17 REGULAR AGENDA 18 19 Ĭ. Review and consideration of the August 4, 2004 Agenda: 20 21 MOTION: To approve the Agenda as submitted with the exception that the NPS presentation will occur when the NPS representative arrives. 22 Shaffer, seconded by Kamradt 23 Moved: AYES: Unanimous 24 Vote: 25 26 II. Fire Department, Emergency Disaster Committee: 27 28 The Fire Department has informed the National Park Service of its vision for the two buildings at the dairy. Chief Sward would like to place a container there in the interim to 29 preserve the contents of the house. A meeting of all emergency and health safety 30 organizations is scheduled at Muir Woods tomorrow to discuss traffic issues and the 31 Comprehensive Transportation Management Plan. 32 33 34 III. Bills to be paid: 35 To approve the June report as submitted including a total of \$37,508.88 in 36 MOTION: General Fund expenditures, \$725.00 in Water Capital Improvement Fund 37

MBCSD Minutes August 4, 2004 Page 1

expenditures, and \$350.95 in checks issued from the trust funds, for a total of

AYES: Unanimous

\$38,584.83 in warrants issued. Shaffer, seconded by Kamradt

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Moved:

Vote:

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### IV. Comprehensive Transportation Management Plan:

Director Kamradt reported. There was a meeting on July 17. The National Park Service and the County of Marin distributed an "elements list" for the different areas covered by the plan. Further planning will be based on these elements. Muir Beach has already received several favorable planning measures. Frank Valley Road will not be closed. Santos Field and Kent Canyon will not be developed. The Greater Muir Beach Neighbors and the CSD have been working together on a joint letter in reply to the elements list with the intent of providing a clear response from Muir Beach. Copies of the letter were made available to the audience and Director Kamradt went over the various points stated in the letter. A lengthy discussion ensued in which many good points were made.

To have Judith Yamamoto develop a final draft letter to be reviewed by MOTION:

Directors Hills and Kamradt and sent upon their approval.

Shaffer, seconded by Ostroff

**AYES: Unanimous** 

### V. General Manager's Report:

### A. Administration:

1. Sharon Mullin reported on the three auditing firms interviewed by the auditing committee and the committee's recommendation.

To approve engaging Kevin Harper to conduct the District's 2003-2004 audit. MOTION:

Ostroff, seconded by Shaffer Moved:

**AYES: Unanimous** 

2. General Manager Macfarlane went over the various line items on his suggested budget and answered questions from the Board.

MOTION: To approve the budget as submitted.

Moved: Shaffer, seconded by Kamradt

**AYES:** Unanimous

### B. Roads and easements:

The pavement repairs for Sunset Way have been completed.

### C. Water operations:

General Manager Macfarlane reported that water operations have been normal and no important repairs have been necessary.

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Vote:

D. Capital Improvements:

Bid requests for the installation of the pump in the new well and the electrical and plumbing work that will be required have been mailed to four firms. We are awaiting replies.

#### E. Recreation:

- 1. The General Manager sent notification to residents at the end of Starbuck that the Board may replace the basketball facility in the Starbuck cul-de-sac. They were invited to attend this meeting or call or write the General Manager to register support or opposition of the installation. One phone call was received from Bill and Suzy Stewart who were in favor of reestablishing the basketball court. Since there was no opposition, the Board authorized the General Manager to move forward with the project.
- 2. Glass for the deck roof has been ordered and the shingling of the roof is almost complete. The Board acknowledged the excellent quality of work that Mike Moore and the crew have done on this project.
- 3. Although an under-sink water filter for the Community Center has been purchased, Harvey Pearlman suggested that we put a whole-house filter at the entrance to the building. The purchase price is a little more but ongoing maintenance costs will be less. Since the under-sink unit can be returned, the Board agreed on the purchase of the whole-house filter.

### VI. Public open time:

Karla Andersdatter expressed concern about the California State Park Service use of pesticides in the Redwood Creek watershed. There was some discussion as to what the law states regarding the use of pesticides in water districts and whether the law requires that notice be given prior to use. Director Kamradt has already notified Supervisor Kinsey regarding this matter. Director Hills encouraged Karla to verify the law and contact the government agencies if there is a law that requires them to notice us.

Kathy Sward requested that Mike Moore and crew look at the Community Center floor, which has a dip in the middle of it.

#### VII. Review of minutes:

To approve the draft minutes of the June 23, 2004 Board of Directors meeting MOTION:

as submitted.

Shaffer, seconded by Kamradt

AYES: Unanimous

MBCSD Minutes

Moved:

August 4, 2004

Page 3

1		
2	VIII. Next meeting date: The next meeti	ng date is scheduled for Wednesday, August 25,
3	2004.	
4		
5	The meeting was adjourned at 9:10 pm.	
6		
7	These minutes were approved by the Muir	Beach Community Services District Board of
8	Directors, during their meeting on	•
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10		
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12		
13	Leighton Hills, Board President	Sharon Mullin, Secretary

# 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 29, 2004 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE TO BEGIN AT 7:00 P.M.

DESCRIPTION	PA	$G\mathbb{L}$	2
Agenda for the Regular Meeting		1 -	3
Bills to be Paid Report for 07//01/04 through 07/31/04		4 -	5
District Fiscal Consolidated Balance Sheet as of August 31, 2004			6
Statement of Revenues and Expenditures-Summary for August 2004			7
Draft Minutes of the August 25, 2004 Board Meeting	8	- 1	2

# AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR BOARD MEETING ON WEDNESDAY, SEPTEMBER 29, 2004 TO BEGIN AT APPROXIMATELY 7:00 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

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

- I. President Hills will call the general meeting to order, and then turn the meeting over to incoming President Kamradt
- II. Review and consideration of the September 29, 2004 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. Fire Department, Emergency Disaster Committee: Chief Sward will update the Board on the Fire Department activities. Ev's neet month to be appid.
- V. Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the August 1 through August 31, 2004 period.
- 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, and no specific items currently require Board consideration.
  - B. Roads and Easements: The following items require Board consideration.
    - 1. Sunset Way encroachments: The construction of a retaining wall at 296 Sunset is contrary to the decision of the Board during a previous meeting. The owner has been contacted and has acknowledged the error.

During a recent inspection of Sunset Way, it was noted that other property owners are constructing stairs that encroach into the right of way. As the reconstruction of Sunset Way is in the process of being evaluated for presentation to the Sunset Way residents, the Board may find it necessary to consider the problem of new minor encroachments.

- 2. It is anticipated that the Garden Club will make their recommendations for replacing the trees to reestablish the screening benefits to the adjacent property.
- C. WATER OPERATIONS: In general water operations have been normal and no important repairs were necessary during the July 16 through August 16 billing period..
  - 1. Coliform tests taken during August were free of bacteria.
  - 2. Water Billing: The water billing analysis is tabulated in the following tables.

WATER BILLING ANALYSIS AND COMPARISON WITH PRIOR YEAR					
Description	7/16/04 to 8/16/04	7/23/03 to 8/23/03	04 - 03 % Change		
Water operations income	\$6,445.46	\$5,340.27	20.7%		
Capital Improvement Surcharge	\$1630.03	\$1,356.63	20.15%		

Comparison of current water production to last year

Description	6/16/04 to 7/16/04	6/23/03 to 7/23/03	04 - 03 % Change
Total volume pumped through master meter =	912,207 gallons	779,355 gallons	17.05%
Average daily pumping rate	29,426 gallons	25,140 gallons	17.05%
Highest pumping day volume pumped =	34,527 gallons	37,840 gallons	-8.76%
Lowest pumping day volume pumped =	22,158 gallons	20,725 gallons	6.91%
Total volume billed through service meters =	855,911 gallons	723,047 gallons	-4.11%
Gross unaccounted for water loss =	55,296 gallons	56,308 gallons	-17.97%
Estimated un-metered maintenance use	1,000 gallons	300 gallons	
Estimated leak repair losses	2,000 gallons	gallons	-6.63%
Net unaccounted for water loss	52,296 g. 5.84%	56,008 g. 7.19%	-6.63%
Average daily consumption per meter =	187 gallons	150 gallons	24.66%¹
Average service billing =	\$41.82	\$35.79	14.05%

It is important to note that prior to this billing period all residents were cautioned to conserve water due to the dry rainfall year, and noticed that continued dry conditions would likely result in a formal "Water Conservation Notice". Actually, a formal "Water Conservation Notice" was issued on August 30 and a notice of continued official water conservation was included with the most recent water billing.

- D. Water Conservation: As noted in the footnote above an "Official Water Conservation Notice" was mailed to all Muir Beach residents, dated August 30, 2004. The high consumption meters (meters that recorded more than 2,000 c.f. of use during the 7/16 through 8/16/04 billing period) were read on 9/3/04. Six (6) residents consumed more than 2,000 c.f. during the 7/16 through 8/16 billing period. Eight (8) residents exceeded 2,000 cubic feet during the 8/16 through 9/16 billing period, as follows:
  - 1. Two(not formerly above 2,000c.f.) from leaks that were repaired,
  - 2. One (not formerly above 2,000c.f.) that was noticed after the 9/16 meter reading; however, this resident has a history of high water consumption and a leak may not be the cause.
  - 3. One 7/16 through 8/16 high consumer reduced their consumption to less than 2,000 c.f.
  - 4. One resident actually increased their consumption during the 8/16 through 9/16 period; however, this was the result of a leak in their system.
  - 5. The remaining high residential consumers did reduce their consumption,, but not below the 2,000 c.f. level. The single commercial user reduced consumption by more than 6%.

The data above indicates the need for additional study of the enforcement Resolution, and a brief analysis is included as a separate report to the Board.

- E. Water Capital Improvements: Scheduling and inspection problems resulted in delays in receiving estimates for activating the new well. Harvey's crew installed the necessary piping, and I hope to receive the cost estimates prior to the Board meeting.
- F. Recreation: The deck roof and community center roof are now completed and the workmanship is excellent. The quality of the work and materials will last for several generations. Michael Moore and his crew deserve our considerable appreciation.

During the last meeting I indicated that I would prepare plans and a cost estimate for additional storage for the community center. Due to other more pressing items concerning the water rights and water capital improvements, I have not completed this work. However, I hope to be able to present it to the Board in time for the meeting.

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 August 25, 2004.
- IX. Next meeting date: The forth Wednesday in October is October 27, 2004.

### ADJOURNMENT OR CONTINUATION



## Muir Beach Community Services District Bills to be Paid August 2004

	TOTAL	Admin	Cap Impr	Fire	Rec	Roads	Water
Pimental Paving, Inc.	8,000.00	0.00	0.00	0.00	0.00	8,000.00	0.00
State Compensation Insurance Fund	4,692.53	0.00	3,607.40	110.33	330.31	77.94	566.55
Mark C Felix	4,200.00	0.00	4,200.00	0.00	0.00	0.00	0.00
<sup>1</sup> Thomas Streb	4,040.00	0.00	4,040.00	0.00	0.00	0.00	0.00
ABC Consultants, Inc.	3,906.00	956.00	725.00	225.00	500.00	500.00	1,000.00
Christopher Gove	3,490.00	0.00	3,160.00	330.00	0.00	0.00	0.00
Matthew Silva	2,080.00	0.00	2,080.00	0.00	0.00	0:00	0.00
Mullin, Sharon	2,029.27	1,474.27	0.00	0.00	0.00	0.00	555.00
Employer PR Taxes	1,372.18	1,372.18	0.00	0.00	0.00	0.00	0.00
Arthur A Streb	960.00	0.00	960.00	0.00	0.00	0.00	0.00
PG&E	830.03	0.00	0.00	0.00	96.11	0.00	733.92
Harvey Pearlman	830.00	0.00	0.00	0.00	80.00	80.00	670.00
Marcos I Navarro	588.00	0.00	588.00	0.00	0.00	0.00	0.00
CalPers	312.29	5.53	0.00	0.00	0.00	0.00	306.76
California Rural Water Assn.	240.00	0.00	0.00	0.00	0.00	0.00	240.00
Pearlman, Harvey	228.57	0.00	0.00	0.00	118.57	0.00	110:00
SBC -	206.60	111.39	0.00	63.25	0.00	0.00	31.96
Salvador Gonzalez	187.50	0.00	0.00	0.00	75.00	112.50	0.00
USPS	160.50	0.00	0.00	0.00	0.00	0.00	160.50
Wang, Emiko	148.00	0.00	0.00	0.00	148.00	0.00	0.00
Juana Gonzalez	144.00	0.00	0.00	0.00	144.00	0.00	0.00
American Water Works Association	131.00	0.00	0.00	0.00	0.00	0.00	131.00
Forster Pump & Engineering, Inc.	100.41	0.00	0.00	0.00	0.00	0.00	100.41
Home Depot	95.38	0.00	0.00	0.00	78.25	0.00	17.13
Cingular Wireless	92.66	58.04	0.00	0.00	0.00	0.00	34.62
Kinko's	86.66	86.66	0.00	0.00	0.00	0.00	0.00
County of Marin, HHS Public Health Lab	60.00	0.00	0.00	0.00	0.00	0.00	60.00
SBC 9969	53.88	0.00	0.00	0.00	53.88	0.00	0.00
Herb's Pool Service	51.48	0.00	0.00	0.00	0.00	0.00	51.48



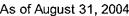
## Muir Beach Community Services District Bills to be Paid August 2004

Knox, Nancy	40.00	0.00	0.00	0.00	40.00	0.00	. 0.00
Costco	33.28	33.28	0.00	0.00	0.00	0.00	0.00
AOL	32.85	32.85	0.00	0.00	0.00	0.00	0.00
Smith Barney Citigroup	25.00	0.00	0.00	0.00	0.00	25.00	0.00
Office Depot	19.38	19.38	0.00	0.00	0.00	0.00	0.00
Misc Vendor	16.00	0.00	0.00	0.00	16.00	0.00	0.00
TOTAL	39,483.45	4,149.58	19,360.40	728.58	1,680.12	8,795.44	4,769.33

Total paid out of the Water Capital Improvements Fund	725.00
Total paid out of the General Fund	38,758.45
,	39,483.45
Total paid out of the Rental Security Deposit Trust	1,000.00
Total paid out of the Water Security Deposit Trust	100.00
Total paid out of the Shaffer Medical Trust Fund	350.95
Total checks issues	40,934.40

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on	the day of	, 2004.
MUIR BEACH COMMUNITY SERVICES DISTRICT		
Leighton Hills, President	Donovan Macfarlane	

# Muir Beach Community Services District Balance Sheet As of August 31, 2004





	Aug 31, 04
ASSETS Current Assets Checking/Savings Smith Barney General Funds	77,581
Total Smith Barney	77,581
428 Gen'l Fd 429 Inv Fd Water Capital Improvement Fund Fire Station Reserve Fund General Investments	4,357 266,335 14,637 87,152
Total 429 Inv Fd	368,124
Petty Cash Fund	230
Total Checking/Savings	450,292
Accounts Receivable Receivables	16,127
Total Accounts Receivable	16,127
Other Current Assets Undeposited Funds Deposits	135 35
Total Other Current Assets	170
Total Current Assets	466,589
Fixed Assets Building Machinery & Equipment Roads & Easements	7,968 537
CC Steps Easement Lighting	376 5,103
Total Roads & Easements	5,479
Total Fixed Assets	13,984
TOTAL ASSETS	480,573
LIABILITIES & EQUITY Liabilities Current Liabilities Other Current Liabilities	
Rental Security Deposits	2,950
Shaffer CalPers Trust Water Security deposits	1,030 6,800
Total Other Current Liabilities	10,780
Total Current Liabilities	10,780
Total Liabilities	10,780
Equity Retained Earnings Net Income	474,237 -4,444
Total Equity	469,793
TOTAL LIABILITIES & EQUITY	480,573

#### Muir Beach Community Services District Statement of Revenues and Expenditures August 2004



	Aug 04
Ordinary Income/Expense Income	
Water Operations Income	6,445.46
Consumption Surcharge	1,630.03
Recreational Activities Income	3,018.00
Donations	26,000.00
Total Income	37,093.49
Expense	
Administration Fees	3,750.00
Bank Service Charges	25.00
Bistro Expenses	109.93
Bookkeeping	2,025.00
Dues & Subscriptions	371.00
Employee Benefits	306.76
Insurance	4,692.53
Interest Expense	5.53
Meeting Expense	12.35
Mileage Allowance	266.00
Office Expense	77.43
Outside Services	148.00
Payroll Expenses	17,861.68
Postage & Delivery	160.50
Printing & Photocopies	86.66
Repair & Maintenance	8,078.25
Supply	64.64
Telephone	353.14
Utilities	830.03
Water Testing & Expense	229.02
Total Expense	39,453.45
Net Ordinary Income	-2,359.96
Other Income/Expense	
Other Income	
Interest Income	115.58
Total Other Income	115.58
Net Other Income	115.58
Net Income	-2,244.38

#### MUIR BEACH COMMUNITY SERVICES DISTRICT

MINUTES OF THE BOARD OF DIRECTORS' MEETING HELD ON WEDNESDAY, AUGUST 25, 2004

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#### **CALL TO ORDER**

President Hills called the regular meeting of the Muir Beach Community Services District Board of Directors to order at 7:21 pm on Wednesday, August 25, 2004.

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#### **ROLL CALL**

13 14

PRESENT: DIRECTORS: Hills, Kamradt, Ostroff, Shaffer

15 PRESENT: OFFICIALS:

General Manager Macfarlane, Secretary/Treasurer Mullin

16 17

#### REGULAR AGENDA

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#### I. Review and consideration of the August 25, 2004 Agenda:

MOTION:

To approve the Agenda as submitted.

Moved:

Kamradt, seconded by Shaffer

Vote:

AYES: Unanimous

#### II. National Park Service:

Carolyn Shoulders reported that flooding on Pacific Way will not be prevented until the Big Lagoon project has been completed. The Department of Public Works is involved as it has authority over the road, although most of what is being done is proposed by the National Park Service. A reevaluation of the status of conditions since 2002 has shown that there has been some aggrading of the area upstream of Pacific Way that was excavated in 2002. The ground water was lowered as a result of the channel that was cut, and as a result of the ground water being lowered, the Red-Legged frog has not reproduced during the past two years. When asked, Carolyn was unable to state how much the water table had been lowered as the most current data she had on water tables was from 1992. She said she would send the profile to General Manager Macfarlane. For now, the Park Service will remove the debris jams. There will be a Park Service workday on September 29 to accomplish this as there is neither budget, nor personnel for this project. A meeting was held last Monday in which no opposition was noted. The Park Service has contacted those who were in opposition in 2002. They have been in communication with NOA Fisheries. There will be no changes to Pacific Way – the road or the bridge – at this time. Changes will be included in the Big Lagoon project. This current work must be completed by October 15.

MBCSD Minutes

August 25, 2004

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Moved: 43 Vote:

AYES: Unanimous

The NPS has asked Phil Williams and Associates to do a supplemental analysis on the effects of the Big Lagoon Project to the groundwater upstream. The report will not be available for comments in time for the scheduled public meeting. Carolyn said the report would be made available to the Board during the second half of December. Director Kamradt, who protested the delayed availability of the report and suggested that the meetings be rescheduled to dates when the report is available, stated that she wants written assurance that there will be no changes to the watershed, and wants it known that any adverse effects on the Community is National Park Service responsibility.

Paul Bignardi reported on the status of the Comprehensive Transportation Management Plan and the new extended timeline. There was a meeting today with all four major agencies involved plus the Marin Advisory Committee. The next meeting will be September 11 at Tam High and will be at the building-block level. In December there will be a task force meeting in the evening at a large venue where preliminary alternatives will be presented, similar to what was presented in the prior brochure. Public comment will be taken until early October after which they will meet with MAC and put everything into workable concepts by early November. The results will go out to the public by mid- to late November. Required edits will be done after the December meeting. After January, no more public comments will be accepted and an environmental consultant will be under contract. There are three more opportunities for public input. Doug Widmayer will attend the MAC meeting tomorrow night at 6:30 at the Stinson Beach Community Center.

Director Kamradt reported that the response letter, signed by members of the Board and Greater Muir Beach Neighbors, was hand delivered to Supervisor Kinsey on Monday who read it in its entirety as well as the three pages of element comments. He was heartened to learn that the MBCSD and Greater Muir Beach Neighbors are in agreement. The letter and spreadsheet are available on the CSD website. As the Board was not notified of the MAC meeting with Doug Widmayer on July 17, it was not given the opportunity for input regarding the scheduling of meetings. MAC scheduled all subsequent meetings for Thursday evenings and when informed by Director Kamradt that she could not attend Thursday meetings, indicated it would not make changes to accommodate her schedule. A lengthy discussion followed regarding what has transpired within MAC to date and whether the MBCSD should be part of the committee. The following points were raised: MAC's goals seem to be in opposition to the goals of the communities affected by the CTMP. At the same time, they have been reluctant to accept input from those communities. Chairman John Leonard has resigned. MAC is attempting to delay the CTMP process until after the November elections. MBCSD representation has been excluded. MBCSD withdrawal from MAC will not affect its position on the task force nor its participation in the CTMP process.

To withdraw from the Marin Advisory Committee.

Kamradt, seconded by Shaffer

MOTION:

#### III. Fire Department, Emergency Disaster Committee:

Chief John Sward reported that the Fire Department did not receive the FEMA grant applied for to purchase a new truck. It did receive a grant for just under \$10,000. The drills are going well. John has been unsuccessful in setting up an appointment to meet the historical analyst for the dairy property but will keep trying.

#### IV. Bills to be paid:

MOTION: To approve the July report as submitted including a total of \$12,903.09 in

General Fund expenditures, \$725.00 in Water Capital Improvement Fund expenditures, and \$1,600.95 in checks issued from the trust funds, for a total of

\$15,229.04 in warrants issued.

Moved: Shaffer, seconded by Kamradt

Vote: AYES: Unanimous

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

#### A. Administration:

The General Manager reported that administrative activities have been normal and no specific items currently require Board consideration.

#### B. Roads and easements:

1. Dan Qualls and Anna Tom have asked for Board permission to transverse the District Parkland for the purpose of providing vehicular and equipment access during the course of construction of their new home on Seacape Drive. This would require either obtaining permission from the Lasky family to cross their property at the beginning of Starbuck Drive or accessing via the Starbuck extension. It was suggested by the General Manager that the Board consider allowing Mr. Qualls, at his expense, to follow the recommendation of the trail consultant to remove the pedestrian stairs at the Seacape/Starbuck intersection and reshape the slope to allow for access there. Mr. Qualls stated that he would strongly prefer this alternative as excavation equipment will already be on site. Director Shaffer stressed the need for low impact to District property.

MOTION: To approve the Qualls' access to the parklands as requested.

Moved: Shaffer, seconded by Kamradt

Vote: AYES: Unanimous

2. The seven trees along the easterly boundary of the Community Center property have been removed and recommendations from the Garden Club for replacement vegetation are pending.

MBCSD Minutes

August 25, 2004

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MBCSD Minutes

Moved:

Vote:

### C. Water operations:

General Manager Macfarlane reported that water operations have been normal and no important repairs have been necessary.

#### D. Capital Improvements:

The General Manager reported that due to vacations of District personnel, the scheduled capital improvements to activate the new well and service the existing well have been delayed. The work is ready to begin and the new well should be in operation prior to the September meeting.

#### E. Recreation:

- 1. Vacations have also delayed installation of the basketball facility on Starbuck and the water filter at the Community Center.
- 2. The General Manager has analyzed the need for additional storage space at the Community Center and has concluded that a 12' x 12' storage shed with double entry doors on the east side of the main building is most appropriate. The Quilters have met with him and agree. Plans and a cost estimate will be prepared and submitted at the September meeting.

#### VI. Public open time:

Resident Karla Andersdatter reported that she spoke with Lisa Croft regarding the use of pesticides in the watershed. She was told that the State of California regulates the use of pesticides and that no posting is required and no laws have been violated. Lisa was unable to answer some of Karla's questions and so agreed to send Karla a copy of the State Regulations. Director Kamradt stated that she had also followed up on the concerns voiced at the last Board meeting. The NPS did follow County guidelines by taking out a County permit, issued by Stacy Carlson, to use Garlon. Garlon is not approved by the FDA; however, there is nothing the Community can do to protest since the law was adhered to. Director Kamradt indicated she would like the Board to send a letter asking for coordination and notification of pesticide use in the watershed. Karla submitted a draft letter which she had prepared for that purpose.

#### VII. Review of minutes:

MOTION: To approve the draft minutes of the August 4, 2004 Board of Directors meeting

as submitted.

Shaffer, seconded by Kamradt

AYES: Unanimous

August 25, 2004

1	viii. Next meeting date: The next me	eeting date is scheduled for wednesday, September 29,
2	2004.	
3		
4	The meeting was adjourned at 8:45 pm	
5		
6	These minutes were approved by the M	fuir Beach Community Services District Board of
7	Directors, during their meeting on	·
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0		
1		
2	Leighton Hills, Board President	Sharon Mullin, 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, OCTOBER 27, 2004
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE
TO BEGIN AT 7:00 P.M.

<u>DESCRIPTION</u>	<b>PAGES</b>
Agenda for the Regular Meeting	1 - 3
Bills to be Paid Report for 09//01/04 through 09/30/04	4 - 5
District Fiscal Consolidated Balance Sheet as of September 30, 2004	6 - 7
Statement of Revenues and Expenditures-Summary for September 2004	8
All Classes P&L Budget vs. Actual 7/01 through 10/22/04	9 - 10
Draft Minutes of the September 29, 2004 Board Meeting	11 - 15

# AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR BOARD MEETING ON WEDNESDAY, OCTOBER 27, 2004 TO BEGIN AT APPROXIMATELY 7:00 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

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

- I. President Hills will call the general meeting to order, and then turn the meeting over to incoming President Kamradt,
- II. Review and consideration of the October 27, 2004 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. Fire Department, Emergency Disaster Committee: Chief Sward will update the Board on the Fire Department activities.
- V. Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the September 1 through September 30, 2004 period.
- 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, and no specific items currently require Board consideration.
  - **B.** Recreation: The following community events require Board consideration:
    - 1. Day of the Dead celebration: This is an event coordinated by Harvey and Nina Pearlman for the benefit of the community. While the event is essentially self funding, there may be some small expenses that are not covered. The original budget for the current fiscal year includes a subsidy of \$200 for this event, but requires Board acknowledgment.
    - 2. New Year's Eve Party. This is another event coordinated by Harvey. The recreation budget includes a subsidy of \$500 for this event and requires Board acknowledgment.
    - 3. Storage Facility: Julian Knox has agreed to prepare the plans and specifications for the addition of a storage shed to be constructed in the area to the SE corner of the community center. The size of the storage building overall is 144 square feet, and is estimated to cost somewhat less than \$8,000. As this is an expense that was not included in the original budget, it requires a motion by the Board for approval.
  - C. Roads and Easements: The following items are carried forward from the last Board meeting:
    - A. Sunset Way encroachment: Mr. Crawford was given 30 days to remove the encroaching retaining wall and engage the services of licensed septic engineer to specify methodology for either restoring the original slope or providing a retaining wall (on the Crawford property) that will mitigate possible sewage effluent problems. He has started the removal of the retaining wall, but as of this date it has not been completed.
    - 2. The Garden Club specified various tree species for replacing the trees on the easterly side of the community center property. A letter has been prepared and will mailed to Mr. Wood on Monday, October 25, naming the trees and giving 30 days for the required replacement of the trees in accord with the Garden Club's recommendations.

- **D. WATER OPERATIONS:** In general water operations have been normal and no important repairs were necessary during the September 16 through October 16 billing period..
  - 1. Coliform tests taken during October were free of bacteria.
  - 2. Water Billing: The water billing analysis is not available for this report.
  - 3. Water production analysis is tabulated below:

Comparison of current water production to last year 8/23 to 9/23/04 9/23 to 10/23/03 Description 09 - 10 % Change Total volume pumped through master 1,000,830 gallons -18.14%<sup>1</sup> 819,270 gallons meter = Average daily pumping rate 29,717 gallons 24,968 gallons -15.98% Highest pumping day volume pumped = 42,410 gallons 35,200 gallons -17.0% Lowest pumping day volume pumped = 27,020 gallons 0 gallons -100% Total volume billed through service 921,238 gallons 749,043 gallons -19.3% meters = Gross unaccounted for water loss = 79,592 gallons 70,227 gallons -11.77% Estimated un-metered maintenance use 1,000 gallons 1,000 gallons Estimated leak repair losses 1,000 gallons 1,000 gallons Net unaccounted for water loss 77,592 g. 7.75% 68,227 g. 8.33%<sup>1</sup> -12.07% Average daily consumption per meter = 199 gallons 168 gallons -15.58% Average service billing = \$45.07 \$36.22 -19.64%

- E. Water Conservation: Enforced water conservation remained in effect during the 9/16 through 10/16 billing period and as may be observed from the above table, the residents cooperated to reduce overall consumption by 19.3% from the previous billing period.
- F. Water Capital Improvements: The following items involve water capital improvements.
  - 1. The new well pump has been installed; however, due to a delay in delivery of the control switch that permits switching from one well to the other, the electrical facilities had not been completed as of the date of this report. This has also resulted in a delay in the pressure test of the piping installed to service the new well. Hopefully, this will be completed in time for the meeting and the new well will be placed in operation.
  - Requests for proposals for the turn key design and construction of the well site and water treatment facilities have been prepared and will be mailed to at least five firms that have expressed interest and have both the technical and construction expertise to submit a proposal. The requests will be mailed prior to the meeting (I am waiting for two phone calls to be returned prior to mailing) and the proposals are to be submitted in time for the next Board meeting. The anticipated cost of the improvements is estimated in the range of \$190,000 to \$275,000 depending on the final design of the treatment facilities. The

<sup>&</sup>lt;sup>1</sup> Since August, there has been a gradual increase in the unaccounted for water loss. This indicates that a leak is developing in the distribution system. However, the rate of increase is less than 1% (less than 4 g.p.m.), which is too small to offer obvious detection or to be easily determined by a systematic leak check, and may be the result of underestimating maintenance use.

Water Capital Improvement fund currently has \$265,946 which is anticipated to increase by \$68,000 during the current fiscal year. Other planned distribution system improvements (in the current fiscal year) are estimated to cost \$70,000. Depending on the final design of the treatment facilities, some of the distribution system improvements may delayed until the next fiscal year.

3.

Capital Improvements special assessment tax. The current tax expires at the end of this fiscal year and requires voter approval for continuation. The deadline for inclusion in the March 8, 2005 election is 12/10/04. The Registrar of Voters indicates the election cost will be between \$4 and \$6 per registered voter. I suggest a continuation of the current tax, without change, and that the Board approve the Resolution of Consolidation for the March 8, 2005 during tonight's meeting. This will allow the Board to schedule the necessary public hearings for resident input. As a general summary, the estimated income for a four (4) year extension is less than \$275,000. During the four year period, both the upper and lower storage tanks will have reached their life expectancy. This is particularly applicable to the upper tank. Replacement cost of the upper tank, with a modern glass lined steel tank, of equal size, is estimated at \$225,000. However, the general plan has been to increase the size of the upper tank to at least 300,000 gallons, which will increase the cost to an estimated \$275,000. Replacement of the lower tank is estimated to cost \$150,000 if its size is not increased.

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 September 29, 2004.
- IX. Next meeting date: Normally, the November meeting is postponed to the first Wednesday in December, so as to avoid conflict with the Thanksgiving Holidays. However, the first Wednesday in December is December 1, which is the Wednesday after Thanksgiving. This does not permit adequate time to prepare for the meeting, and I suggest that the meeting be scheduled for Wednesday, December 8, 2004.

#### ADJOURNMENT OR CONTINUATION

### Muir Beach Community Services District Bills to be Paid

September 2004

			Water				
	TOTAL	Admin	Cap Impr	Fire	Rec	Roads	Water
Rural Special Districts Insurance	8,550.00	1,019.00	403.00	3,841.00	1,029.00	514.00	1,744.00
ABC Consultants - C	3,908.25	958.25	725.00	225.00	500.00	500.00	1,000.00
Mullin, Sharon	2,200.00	1,635.00	0.00	0.00	0.00	0.00	565.00
Harvey Pearlman	1,960.35	-553.65	140.00	0.00	377.00	31.00	1,966.00
Employer payroll taxes	1,029.69	1,029.69	0.00	0.00	0.00	0.00	0.00
PG&E	851.37	0.00	0.00	0.00	124.04	0.00	727.33
NEBS (purchase water inv, env)	815.74	115.21	0.00	0.00	0.00	0.00	700.53
Jose Alcala	411.85	-63.15	300.00	0.00	25.00	0.00	150.00
Juana Gonzalez	394.47	-37.53	0.00	0.00	432.00	0.00	0.00
Home Depot	354.96	0.00	0.00	0.00	299.58	0.00	55.38
Salvador Gonzalez	316.71	-33.29	75.00	0.00	187.50	50.00	37.50
CalPers	306.76	0.00	0.00	0.00	0.00	0.00	306.76
Lonna Richmond	249.33	-20.67	0.00	0.00	270.00	0.00	0.00
Western Water Products	233.16	0.00	0.00	0.00	0.00	0.00	233.16
SBC	208.28	112.88	0.00	63.39	0.00	0.00	32.01
Pearlman, Harvey (mileage, OOP)	155.00	0.00	0.00	0.00	0.00	0.00	155.00
Paychex, Inc.	153.75	153.75	0.00	0.00	0.00	0.00	0.00
Costco	120.22	120.22	0.00	0.00	0.00	0.00	0.00
Wang, Emiko	102.00	0.00	0.00	0.00	102.00	0.00	0.00
Cingular Wireless	96.89	60.94	0.00	0.00	0.00	0.00	35.95
Pace Supply Corp.	94.92	0.00	0.00	0.00	0.00	0.00	94.92
USPS	88.22	0.00	0.00	0.00	0.00	0.00	88.22
Goodman Building Supply	82.39	0.00	0.00	0.00	61.94	0.00	20.45
Herb's Pool Service	55.64	0.00	0.00	0.00	0.00	0.00	55.64
SBC 9969	53.96	0.00	0.00	0.00	53.96	0.00	0.00
Bender, Suzanne (phone book)	50.77	0.00	0.00	0.00	50.77	0.00	0.00
Kinko's	43.94	26.38	0.00	0.00	0.00	0.00	17.56
Knox, Nancy	40.00	0.00	0.00	0.00	40.00	0.00	0.00
County of Mann, HHS Public Health Lab	30.00	0.00	0.00	0.00	0.00	0.00	30.00
Office Max	23.60	23.60	0.00	0.00	0.00	0.00	0.00
Misc Vendor (Bistro exp)	15.60	0.00	0.00	0.00	15.60	0.00	0.00
OTAL '	22,997.82	4,546.63	1,643.00	4,129.39	3,568.39	1,095.00	8,015.41

Accrual Basis

### Muir Beach Community Services District Bills to be Paid September 2004

Total paid out of the Water Capital Improvements Fund	725.00
Total paid out of the General Fund	_22,272.82
	22,997.82
Total paid out of the Rental Security Deposit Trust	1,000.00
Total paid out of the Water Security Deposit Trust	100.00
Total paid out of the Shaffer Medical Trust Fund	350.95
Total checks issues	24,448.77

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on	n the day of	, 2004.
MUIR BEACH COMMUNITY SERVICES DISTRICT		
Leighton Hills, President	Donovan Macfar	lane, General Manager

# Muir Beach Community Services District Balance Sheet As of September 30, 2004

#### Accrual Basis

	Sep 30, 04
ASSETS	
Current Assets Checking/Savings	
Smith Barney	
General Funds	55,899
Total Smith Barney	55,899
428 Gen'l Fd 429 Inv Fd	4,357
Water Capital Improvement Fund Fire Station Reserve Fund General Investments	265,946 14,637 87,541
Total 429 Inv Fd	368,124
Petty Cash Fund	98
Total Checking/Savings	428,479
Accounts Receivable Receivables	15,892
Total Accounts Receivable	15,892
Other Current Assets	
Undeposited Funds Deposits	1,239 35
Total Other Current Assets	1,274
Total Current Assets	445,645
Fixed Assets Building Machinery & Equiprnent Roads & Easements	15,634 537
CC Steps	376
Easement Lighting	5,103
Total Roads & Easements	5,479
Water System Improvements Water Well	273
Total Water System Improvements	273
Total Fixed Assets	21,923
TOTAL ASSETS	467,568
LIABILITIES & EQUITY Liabilities Current Liabilities	
Other Current Liabilities	2.660
Rental Security Deposits Shaffer CalPers Trust	3,660 679
Water Security deposits	6,800
Total Other Current Liabilities	11,139
Total Current Liabilities	11,139
Total Liabilities	11,139
Equity Retained Earnings	474,237
Net Income	-17,808
Total Equity	456,429
• •	<u> </u>

# Muir Beach Community Services District Balance Sheet As of September 30, 2004

Accrual Basis

	Sep 30, 04
TOTAL LIABILITIES & EQUITY	467,568
	<del></del>

#### Muir Beach Community Services District Statement of Revenues and Expenditures September 2004

#### Accrual Basis

	Sep 04
Ordinary Income/Expense	
Income	
Water Operations Income	7,033.70
Consumption Surcharge	1,786.17
Recreational Activities Income	1,178.90
Total Income	9,998.77
Expense	
Administration Fees	3,750.00
Bistro Expenses	55.60
Bookkeeping	2,200.00
Employee Benefits	306.76
Insurance	8,550.00
Mileage Allowance	288.25
Misc Operating Expenses	0.00
Office Expense	959.56
Outside Services	255.75
Payroll Expenses	4,362.40
Postage & Delivery	88.22
Printing & Photocopies	94.71
Repair & Maintenance	86.94
Supply	299.58
Telephone	305.17
Utilities	905.33
Water Testing & Expense	489.55
Total Expense	22,997.82
	40,000,05
Net Ordinary Income	-12,999.05
Other Income/Expense	
Other Income	
Interest Income	60.93
Total Other Income	60.93
Net Other Income	60.93
Net income	-12,938.12

10:24 AM 10/22/04 Accrual Basis

### MBCSD from 7/1/04 All Classes P&L Budget vs. Actual July 1 through October 22, 2004

	Jui 1 - Oct 22, 04	Budget	% of Budget
Ordinary Income/Expense Income			
Water Operations Income Water Service Income Late Payment Penalty Overdue Bill Interest	19,785.91 228.78 5.64	72,000.00 1,000.00 50.00	27.5% 22.9% 11.3%
Total Water Operations Income	20,020.33	73,050.00	27.4%
Recreational Activities Income Bistro Income Children's Income Dinner Income Phone Book Income Rental Income Tai Chi Income	600.14 0.00 0.00 1.50 4,690.00 297.50	2,000.00 150.00 400.00 0.00 9,500.00 1,800.00	30.0% 0.0% 0.0% 100.0% 49.4% 16.5%
Total Recreational Activities income	5,589.14	13,850.00	40.4%
Donations Grant Income Firesafe Marin Grant MBVFA Donation West Marin Funds Other Grants	40.00 0.00 0.00 0.00 0.00	0.00 20,500.00 6,741.00 8,400.00 10,000.00	100.0% 0.0% 0.0% 0.0% 0.0%
Total Grant Income	0.00	45,641.00	0.0%
Tax Income General Tax Income	0.00	57,300.0 <b>0</b>	0.0%
Total Tax income	0.00	57,300.00	0.0%
Total Income	25,649.47	189,841.00	13.5%
Expense Administration Fees Bank Service Charges Bistro Expenses Bookkeeping Dues & Subscriptions	11,125.00 25.00 238.17 8,090.00 371.00	36,300.00 0.00 750.00 19,000.00 0.00	30.6% 100.0% 31.8% 42.6% 100.0%
Employee Benefits Harvey Benefits	1,533.80	4,380.00	35.0%
Total Employee Benefits	1,533.80	4,380.00	35.0%
Insurance Vehicle Insurance P & L Insurance Workers Comp	2,241.00 5,906.00 3,196.00	2,241.00 6,521.00 16,156.00	100.0% 90.6% 19.8%
Total insurance	11,343.00	24,918.00	45.5%
interest Expense Licenses, Permits & Fees Meeting Expense Mileage Allowance Misc Operating Expenses Office Expense Outside Services Payroli Expenses	5.53 0.00 12.35 1,010.38 0.00 1,066.61 687.58	0.00 5,900.00 0.00 3,340.00 5,575.00 1,575.00 5,440.00	100.0% 0.0% 100.0% 30.3% 0.0% 67.7% 12.6%
Emp'r PR Taxes Wages	-9.85 9,356.50	4,248.00 46,528.00	-0.2% 20.1%
Total Payroli Expenses	9,346.65	50,776.00	18.4%
Postage & Delivery Printing & Photocopies Professional Fees	367.92 181.37	1,250.00 1,000.00	29.4% 18.1%
Audit Expense Legai Fees	0.00	10,000.00 1,500.00	0.0% 0.0%
Total Professional Fees	0.00	11,500.00	0.0%

10:24 AM 10/22/04 Accrual Basis

### MBCSD from 7/1/04 All Classes P&L Budget vs. Actual July 1 through October 22, 2004

	Jul 1 - Oct 22, 04	Budget	% of Budget
Repair & Maintenance	8,245.81	11,400.00	72.3%
Supply	364.22	500.00	72.8%
Telephone	768.34	3,400.00	22.6%
Uncategorized Exp	12.91	0.00	100.0%
Utilities			
Gas & Electric	3,281.89	6,200.00	52.9%
Pay Phone Expense	161.80	600.00	27.0%
Propane	0.00	500.00	0.0%
Refuse Service	242.10	484.00	50.0%
Total Utilities	3,685.79	7,784.00	47.4%
Water Testing & Expense	772.76	8,500.00	9.1%
West Marin Expenses	0.00	11,445.00	0.0%
Total Expense	59,254.19	214,733.00	27.6%
Net Ordinary Income	-33,604.72	-24,892.00	135.0%
Other Income/Expense Other Income			
Interest Income	1,372.83	1,500.00	91.5%
Total Other Income	1,372.83	1,500.00	91.5%
Net Other Income	1,372.83	1,500.00	91.5%
Net Income	-32,231.89	-23,392.00	137.8%

#### MUIR BEACH COMMUNITY SERVICES DISTRICT 1 2 MINUTES OF THE BOARD OF DIRECTORS' MEETING 3 HELD ON WEDNESDAY, SEPTEMBER 29, 2004 4 5 6 7 CALL TO ORDER 8 President Hills called the regular meeting of the Muir Beach Community Services District 9 Board of Directors to order at 7:20 pm on Wednesday, September 29, 2004. 10 11 12 ROLL CALL 13 PRESENT: DIRECTORS: Hills, Kamradt, Ostroff, Shaffer 14 15 PRESENT: OFFICIALS: General Manager Macfarlane, Secretary/Treasurer Mullin 16 17 REGULAR AGENDA 18 19 I. Review and consideration of the September 29, 2004 Agenda: Director Kamradt requested that the agenda be amended to include a presentation by her on the 20 21 Comprehensive Transportation Management Plan during the National Park Service portion of meeting. 22 23 To approve the Agenda as amended. 24 MOTION: Shaffer, seconded by Hills 25 Moved: 26 Vote: AYES: Unanimous 27 28 II. **National Park Service:** 29 30 No National Park Service personnel were in attendance. 31 32 Director Kamradt reported that concepts were presented at the September 17 Comprehensive Transportation Management Plan meeting at Tam High School and gave an overview of 33 34 those concepts. When asked whether the CSD should respond to the concepts, it was noted 35 that the four concepts represent a reconfiguration of the various elements which the CSD has 36 already issued comments on. Only one new element appeared in the concepts – a tunnel with

39 Steve Kinsey should be notified. 40

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Director Ostroff asked if there had been any response from the Marin Advisory Committee regarding CSD withdrawal. None has been given thus far.

an estimated cost of \$20M. The CTMP will give actual proposals in October. Director

Kamradt expressed concern that there is no citizen representation on the council and felt

MBCSD Minutes September 29, 2004 Page 1

#### III. Fire Department, Emergency Disaster Committee:

Chief Sward reported that major repair work has been done on the truck control panels. The truck is in good operating condition now. There have been no other changes to report. Director Hills mentioned a call he received from Michael Kaufman, President of the Muir Beach Volunteer Fire Association. The MBVFA is looking for ways to fund the Fire Department in addition to the annual BBQ. Grants are becoming available less frequently and are getting smaller.

General Manager Macfarlane said Mike Moore had requested permission to cut several eucalyptus shoets but the item did not make it onto the agenda. Director Shaffer suggested it be put on the agenda for the next meeting and the Board will look at the shoots in meantime.

The National Park Service has started its work on the creek beginning at Jim Whites house. They are removing silt and strengthening the berm.

#### IV. Bills to be paid:

Moved:

MOTION: To approve the August report as submitted including a total of \$38,758.45 in General Fund expenditures, \$725.00 in Water Capital Improvement Fund expenditures, and \$1,450.95 in checks issued from the trust funds, for a total of

\$40,934.40 in warrants issued. Kamradt, seconded by Shaffer

Vote: AYES: Unanimous

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

#### A. Administration:

The General Manager reported that administrative activities have been normal and no specific items currently require Board consideration.

#### B. Roads and easements:

1. Resident Tom Crawford was present to discuss the retaining wall he built on District property in violation of decisions that were made at the March 17 Board of Directors' meeting which he attended. There was a lengthy, detailed discussion that covered many of the same points that were raised at that meeting. The overriding concern of the Board is that the District's water supply might be subject to contamination from his leachfield as a result of the changes he has made. It was noted that the Regional Water Control Board has notified Muir Beach that it is in an observation area for all of 2005. NPS has been testing Redwood Creek and unacceptable coliform levels have been detected. If these

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1 levels are not reduced, all septic systems in Muir Beach will be inspected. Mr. Crawford asked about moving the water line to another location and was told he 2 3 could move the line if it was located on his property but must consult with the 4 General Manager if he wants to move a line that is on District property. 5 6 MOTION: To allow Tom Crawford 30 days to remove the existing wall and engage the services of a licensed septic engineer for the purpose of either: 1) restoring the 7 slope to its original state, or 2) building a wall which will be located entirely on 8 9 his property, with the stipulation that all liability surrounding the restoration of the slope or building the wall AND containing effluent remain with the property 10 11 owner. 12 Moved: Shaffer, seconded by Kamradt **AYES: Unanimous** 13 Vote: 14 2. Janice Kubota reported on behalf of the Muir Beach Garden Club that they had 15 16 selected three different shrubs, myaporum, mock orange and mock olive, as replacement vegetation for the seven trees that were removed by Peter Wood. 17 18 After a brief discussion, it was decided that the Board would approve the planting 19 of mock orange and mock olive. The General Manager will notify Mr. Wood by letter of this decision, will include a cost estimate and will stipulate that the work 20 must be completed within 30 days. The Garden Club will decide on the 21 22 placement and number of plants required to re-establish the screening benefits to the adjacent property and will work with resident Brad Eigsti, a professional 23

MOTION: To approve the use of mock orange and mock olive by the Muir Beach Garden

Club as replacement vegetation per above.

Moved: Shaffer, seconded by Ostroff

landscaper, to place the order.

Vote: AYES: Unanimous

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#### C. Water operations:

General Manager Macfarlane reported that water operations have been normal and no important repairs have been necessary.

#### D. Water Conservation:

Although an "Official Water Conservation Notice" dated August 30, 2004 was mailed to all Muir Beach residents, there are a number of high volume users that have not conserved. Six users account for 23% of the usage. Director Hills stressed that as a policy, the Board has decided to impose penalties on high volume water users, not low volume users. He would like to send a warning letter to the high volume users which states that a penalty has accrued to date and that the penalty will be waived if they bring their usage into line by the next meter reading date. The letter will inform residents

MBCSD Minutes September 29, 2004 Page 3

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15 16 17 Vote:

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what their meter reading must be below in order to be in compliance. This would be a one-time notice that could develop into a policy change. Director Ostroff asked what would happen if the CSD cannot prove that the community has conserved? In the event of a fish "take", NPS would assert that the burden of proof is on Muir Beach to show that it had not affected the creek. Director Kamradt: When we were fighting for our water rights, we were able to prove that our usage did not affect the creek. Now we have our water rights and although we have shown that we don't affect the creek, we must make concessions as though we do. We have a monitoring plan in place. NPS monitors the creek and notifies Muir Beach when it must go into "noticed conservation". We cannot be fined if we follow the guidelines. If we do not, we can be fined \$50K per day.

MOTION: To send a warning letter as described above to the high volume users.

Moved: Shaffer, seconded by Kamradt

**AYES:** Unanimous

#### E. Water Capital Improvements:

General M. Director Hills reported that the new trench looks great. General Manager Macfarlane reported that the District does not own a spare pump as he previously thought. He will obtain bids for the purchase of a new one. There was some discussion about whether the CSD is required to obtain a new permit or new state reporting number. It was pointed out that our system has a number and our well has a number. Environmental Health has performed the water test. Terry Snyder from the Department of Water Rights has specifically stated that we are not required to obtain another permit, that this is a replacement well located in the immediate vicinity of the old well.

#### F. Recreation:

The General Manager reported that the Community Center and deck roofs have been completed and the workmanship is excellent.

The plans and cost estimate for the storage shed at the Community Center have not yet been completed. They will be presented at the next meeting.

#### VI. Public open time:

Harvey has been receiving calls from bands for the New Years Eve party and has requested a commitment from the Board for \$500 if it is needed. Last year the shortfall was between \$100 and 200, which the CSD paid. This item will be put on the agenda for the next meeting.

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2	VII. Review of minutes:	
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4	MOTION:	11
5		meeting as submitted.
6	Moved:	Shaffer, seconded by Ostroff
7	Vote:	AYES: Unanimous
8		
9	VIII. Next meeting date: The next meeting date is scheduled for Wednesday, October 27,	
10	2004.	
11		
12	The meeting was adjourned at 9:06 pm.	
13		
14	These minutes were approved by the Muir Beach Community Services District Board of	
15	Directors, during their meeting on	
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17		
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20	Deborah Ka	amradt, Board President Sharon Mullin, Secretary

