

# **MUIR BEACH COMMUNITY SERVICES DISTRICT**

19 Seacape Drive ♦ Muir Beach, CA 94965 ♦ 415-388-7804 ♦ [www.muirbeachcsd.com](http://www.muirbeachcsd.com)



Wed, August 31, 2005  
7:00 PM – Regular Meeting

Board of Directors  
Community Center  
19 Seacape Drive  
Muir Beach, CA 94965

---

## **TIMING OF ITEMS ON AGENDA**

The Board attempts to hear all items in order as stated on the agenda, however it reserves the right to take items out of the order listed at any time during the course of the meeting.

## **SPECIAL NEEDS**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Leighton Hills at 415-388-7804. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure participation in the meeting.

---

## **AGENDA**

### **Item 1 CALL TO ORDER**

Steve Shaffer, Board President  
Peter Rudnick, Board Vice President  
Deborah Kamradt, Director  
Maury Ostroff, Director

Leighton Hills, District Manager  
Sharry Mullin, District Secretary-Treasurer

### **Item 2 APPOINTMENT OF NEW DIRECTOR**

Danny Hobson has agreed to serve on the board to fill the vacancy (which runs until December 2, 2005) created by Leighton's resignation to fill the position of District Manager. (Danny also filed for the November 8, 2005 election, along with Deborah Kamradt and Peter Rudnick for the three available positions. The three candidates are appointed to four-year terms in lieu of an election, effective December 2, 2005.) Upon approval of a motion appointing Danny Hobson to the office of Director of the Muir Beach Community Services District for the term expiring December 2, 2005, she can sign the oath of office, and join the board.

### **Item 3 NATIONAL PARK SERVICE REPORT**

A representative of the National Park Service may be present to provide an update or report on activities relevant to Muir Beach.

### **Item 4 CONSENT CALENDAR**

*All items on the Consent Calendar are considered to be either routine or non-controversial, and will be enacted by a single action of the Board. Upon request from a Board member, staff, or*

*member of the public, specific items may be transferred from the Consent Calendar to the Regular Agenda for separate discussion and consideration.*

A. **Approval of Expenditures** – For July 2005, attached at page 4

B. **Approval of Minutes** – Regular meeting July 27, 2005, attached at page 8

**Item 5 FIRE DEPARTMENT REPORT**

By John John Sward, Fire Chief, or other representative of the Fire Department.

**Item 6 DISTRICT MANAGER'S REPORT**

**Water Operations and Revenues** – Water revenues continue a trend of having been about 17% higher a year ago than they are presently. It does not appear to be due to the late rains and foggy summer, since water revenues in Jan & Feb 2004 were also approximately 20% higher than Jan & Feb 2005 – when outside watering is not a factor (see the chart on page 3). It is being driven by major reductions in water usage by the largest users – the top ten uses of water reduced their consumption from May-July 2004 to May-June 2005 by more than 34%.

We basically have a fixed set of costs of running the water district – and the goal is to allocate those costs in some fair manner, basically through the rates we charge. When the current rates no longer fully allocate the costs – as is now the case, we are basically obligated to change rates so that the water operations breakeven. Maury and I have developed a set of revised rates for discussion at the meeting.

I have been in touch with County Counsel regarding potential revisions in the required process for changing rates. The law is in a state of flux due to uncertainty whether rates are subject to proposition 13-like restrictions on change. She is researching it further, and we should be able to proceed by the time of the next meeting.

**Item 7 ITEMS REMOVED FROM THE CONSENT CALENDAR**

Discussion and action on any items transferred from the Consent Calendar to the Regular Agenda.

**Item 8 PUBLIC OPEN TIME**

1. *Topics should be within the jurisdiction of the CSD (water, roads, fire & public recreation).*
2. *The topic should not be elsewhere on the agenda.*
3. *The Board and staff may only briefly respond to statements and questions (legal requirement for items not posted on an agenda).*
4. *Public comments are limited to 3 minutes per speaker, unless waived by the Board.*
5. *The period for public open time is limited to 15 minutes, unless waived by the Board.*

**Item 9 SELECTION OF DATE FOR NEXT MEETING**

4<sup>th</sup> Wednesday is September 29

3<sup>rd</sup> Wednesday is September 22

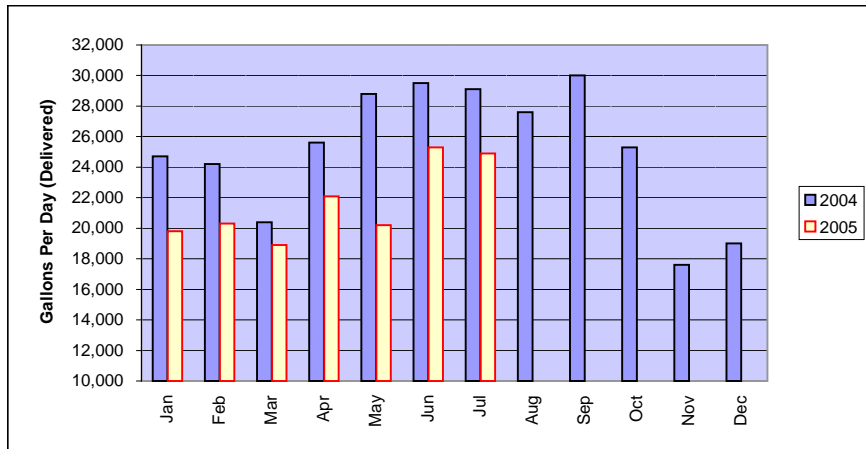
**Item 10 ADJOURNMENT**

## Water Production Table

End Date	Gallons Per Day					Billings	
	Pumped	Delivered	Leaks	12 Mo Avg (Delivered)		Month	12 Mos Rolling Avg
Jul 16, 05	27,000	24,900	1,980	7%	22,600	\$ 7,083	\$ 78,640
Jun 16, 05	26,900	25,300	1,580	6%	22,900	\$ 7,352	\$ 79,760
May 16, 05	24,400	20,200	3,850	16%	23,300	\$ 5,847	\$ 81,020
Apr 16, 05	25,300	22,100	2,380	9%	24,000	\$ 6,421	\$ 83,390
Mar 16, 05	23,600	18,900	4,110	17%	24,300	\$ 5,239	\$ 84,380
Feb 16, 05	23,500	20,300	3,120	13%	24,400	\$ 6,048	\$ 84,840
Jan 16, 05	21,900	19,800	2,110	10%	24,700	\$ 5,902	\$ 86,260
Dec 16, 04	25,900	19,000	6,180	24%	25,100	\$ 5,431	\$ 87,300
Nov 16, 04		17,600	-	N/A	25,500	\$ 5,265	\$ 88,590
Oct 16, 04	27,300	25,300	1,920	7%	26,300	\$ 7,200	\$ 91,370
Sep 16, 04	32,300	30,000	2,240	7%	26,300	\$ 8,777	\$ 91,560
Aug 16, 04	29,400	27,600	1,720	6%	26,200	\$ 8,069	\$ 91,060
Jul 16, 04	31,400	29,100	2,150	7%	25,900	\$ 8,207	\$ 90,200
Jun 16, 04	31,100	29,500	1,540	5%	26,200	\$ 8,618	\$ 91,070
May 16, 04	30,000	28,800	1,090	4%	26,000	\$ 8,213	\$ 90,370
Apr 16, 04	28,100	25,600	1,860	7%	25,500	\$ 7,411	\$ 87,080
Mar 16, 04	22,500	20,400	1,310	6%	25,200	\$ 5,695	\$ 84,700
Feb 16, 04	26,200	24,200	1,300	5%	25,300	\$ 7,467	\$ 83,440
Jan 16, 04	32,100	24,700	6,910	22%	25,100	\$ 6,948	\$ 80,660

**Comment:**  
Annual revenues down  
\$11,560 from previous  
year.

**Comment:**  
Wet weather  
consumption in prior  
January was 24%  
higher.



**Muir Beach Community Services District**  
**Expenditures**  
July 2005

	TOTAL	Admin	Water Cap Impr	Fire	Rec	Roads	Water
ABC Consultants - mgmt for June	3,930.63	930.63	1,050.00	225.00	500.00	500.00	725.00
County of Marin, EHS - annual fee	2,280.00	0.00	0.00	0.00	0.00	0.00	2,280.00
Hills, Leighton - mgmt for July	2,083.00	520.75	416.60	208.30	208.30	312.45	416.60
Harper, Kevin - audit	2,017.00	2,017.00	0.00	0.00	0.00	0.00	0.00
Harvey Pearlman - wages	1,056.00	0.00	0.00	0.00	88.00	77.00	891.00
State Comp - wkrs comp ins	431.85	0.00	0.00	0.00	208.71	12.21	210.93
Point Reyes Light - publish ordinance	408.00	408.00	0.00	0.00	0.00	0.00	0.00
Salvador Gonzalez - wages	400.00	0.00	0.00	0.00	200.00	200.00	0.00
CalPers - Harvey's benefits	356.20	0.00	0.00	0.00	0.00	0.00	356.20
Juana Gonzalez - wages	288.00	0.00	0.00	0.00	288.00	0.00	0.00
Pearlman, Harvey - expense reimb	259.33	0.00	6.00	0.00	77.09	0.00	176.24
Christopher Gove - wages	225.00	0.00	0.00	0.00	0.00	0.00	225.00
Lonna Richmond - bistro wages	180.00	0.00	0.00	0.00	180.00	0.00	0.00
Payroll taxes	164.41	164.41	0.00	0.00	0.00	0.00	0.00
SBC	150.18	118.01	0.00	0.00	0.00	0.00	32.17
Macfarlane, Donovan - expense reimb	139.09	129.09	0.00	0.00	0.00	0.00	10.00
Paychex - payroll service	131.60	131.60	0.00	0.00	0.00	0.00	0.00
Waste Management - refuse	124.35	0.00	0.00	0.00	124.35	0.00	0.00
Cingular Wireless	92.09	57.21	0.00	0.00	0.00	0.00	34.88
USPS	74.00	0.00	0.00	0.00	0.00	0.00	74.00
Wang, Emiko - yoga teacher	72.00	0.00	0.00	0.00	72.00	0.00	0.00
Herb's Pool Service - water supply	55.86	0.00	0.00	0.00	0.00	0.00	55.86
SBC 9969 - pay phone	54.28	0.00	0.00	0.00	54.28	0.00	0.00
Knox, Nancy - bistro pastries	32.50	0.00	0.00	0.00	32.50	0.00	0.00
County of Marin, HHS - water testing	30.00	0.00	0.00	0.00	0.00	0.00	30.00
Misc Vendor - bistro expenses	13.55	0.00	0.00	0.00	13.55	0.00	0.00
<b>TOTAL</b>	<b>15,048.92</b>	<b>4,476.70</b>	<b>1,472.60</b>	<b>433.30</b>	<b>2,046.78</b>	<b>1,101.66</b>	<b>5,517.88</b>

Muir Beach Community Services District  
Expenditures  
July 2005

Total paid out of the Water Capital Improvements Fund  
Total paid out of the General Fund  
  
Total paid out of the Rental Security Deposit Trust  
Total paid out of the Water Security Deposit Trust  
Total paid out of the Shaffer Medical Trust Fund  
Total checks issues

1466.60  
13,582.32  
15,048.92  
0.00  
0.00  
371.31  
15,420.23

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the \_\_\_\_\_ day of \_\_\_\_\_, 2005.

**MUIR BEACH COMMUNITY SERVICES DISTRICT**

\_\_\_\_\_  
Steve Shaffer, President

\_\_\_\_\_  
Leighton Hills, District Manager

**Muir Beach Community Services District**  
**Statement of Revenues and Expenditures**  
 July 2005

	<u>Jul 05</u>
Ordinary Income/Expense	
Income	
Water Operations Income	5,646
Consumption Surcharge	1,437
Recreational Activities Income	615
Interest Income	<u>2,326</u>
Total Income	10,024
Expense	
Administration Fees	5,833
Bistro Expenses	46
Employee Benefits	356
Legal & Professional	2,425
Licenses, Memberships & Fees	2,280
Meeting Expense	56
Office Expense	58
Outside Services	204
Payroll Expenses	2,745
Postage & Delivery	89
Repair & Maintenance	16
Supply	118
Telephone	242
Travel Expense	316
Utilities	179
Water Testing & Expense	<u>86</u>
Total Expense	<u>15,049</u>
Net Ordinary Income	<u>-5,025</u>
Net Income	<u><u>-5,025</u></u>

# Muir Beach Community Services District

## Balance Sheet

As of July 31, 2005

Accrual Basis

	Jul 31, 05
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Smith Barney General Funds	4,544
428 Gen'l Fd	33,167
429 Inv Fd	
Water Capital Improvement Fund	346,644
Fire Station Reserve Fund	14,744
General Investments	101,420
Total 429 Inv Fd	462,809
Petty Cash Fund	205
Total Checking/Savings	500,725
Accounts Receivable	
Receivables	8,516
Total Accounts Receivable	8,516
Other Current Assets	
Undeposited Funds	55
Deposits	1,333
Total Other Current Assets	1,388
Total Current Assets	510,629
Fixed Assets	
Building	16,518
Machinery & Equipment	34,979
Roads & Easements	
CC Steps	376
Easement Lighting	5,103
Total Roads & Easements	5,479
Water System Improvements	
Water Well	18,020
Total Water System Improvements	18,020
Total Fixed Assets	74,995
<b>TOTAL ASSETS</b>	<b>585,624</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Rental Security Deposits	2,000
Shaffer CalPers Trust	357
Water Security Deposits	7,100
West Marin Funds on Deposit	8,139
Total Other Current Liabilities	17,596
Total Current Liabilities	17,596
Total Liabilities	17,596
Equity	
Retained Earnings	573,052
Net Income	-5,025
Total Equity	568,028

1                   **MUIR BEACH COMMUNITY SERVICES DISTRICT**  
2                   **Minutes of the Board of Directors' meeting held on**  
3                   **Wednesday, July 27, 2005**

7                   **Item 1 CALL TO ORDER**

9                   President Shaffer called the regular meeting of the Muir Beach Community Services District  
10                  Board of Directors to order at 7:11 pm on Wednesday, July 27, 2005.

12                  **Roll Call**

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

15                  PRESENT: OFFICIALS: District Manager Hills, Secretary/Treasurer Mullin

17                  **Item 2 SUPERVISOR STEVE KINSEY**

19                  Supervisor Steve Kinsey spoke on a number of topics of interest to the community.

21                  The County of Marin budget for fiscal 2005-2006 has been approved. There is an increased  
22                  commitment to the local roads program for the next five years which will provide for  
23                  expansion of the stage coach service. The County is working on a short range transit plan.  
24                  The time for public comment is now. There are three options: adding an additional loop,  
25                  adding service on the weekends, adding a connector service between the southern and  
26                  northern routes (low priority). Supervisor Kinsey would like to see the stage coach  
27                  combined with the Muir Beach shuttle.

29                  A new fishery restoration program is to be implemented in the County which involves  
30                  replacing culverts that impede the movement of fish and may apply to Redwood Creek.

32                  There has been a refocusing of County efforts with regards to the abandoned Comprehensive  
33                  Transportation Management Plan. They are looking to find an alternative way for hikers and  
34                  bikers to access the beach from Panoramic without going through the community.

36                  Steve attended a meeting of planners that were looking at the Pacific Way bridge issue. The  
37                  work done by hydrologists to date has revealed no solutions that won't cause a backwater  
38                  issue upstream. The County has hired additional consultants who are to report to Steve by  
39                  the end of the summer. Steve has requested they look at alternative places the road might  
40                  cross the creek. The goal is to create a solution that will handle a 100-year event.

42                  On the topic of Big Lagoon, the National Park Service would like to reconfigure the parking  
43                  lot and redefine the creek channel closer to its historic route. Original ambitions were to  
44                  create a tidal lagoon like the Bolinas lagoon but that would not be sustainable over a period  
45                  of time due to sediment that would filter downstream. During times of flood, water will be  
46                  allowed to overflow to the area. Dredging is not an option because of the potential for an



1 accidental “take” of endangered species. The goal is to find a way for the creek to scour  
2 itself during storms.

3  
4 The County’s demonstration project for the Muir Woods shuttle has been a success. Steve is  
5 interested in having the shuttle stop in Muir Beach. The contractor is concerned about  
6 liability and safety issues because there is no ADA structure at the beach.

7  
8 Fire Department issues at the dairy remain foremost in his mind.

9  
10 **Following is audience comment on Supervisor Kinsey’s presentation:**

11  
12 Big Lagoon and Pacific Way flooding

13  
14 The current parking lot is a big part of the flooding problem. The Pacific Way bridge is a  
15 one-box bridge which is insufficient to allow large volumes of water through. A resident of  
16 Pacific Way should be part of the committee that works toward a solution.

17  
18 Concern was expressed about a potential mosquito problem and West Nile Virus.

19  
20 Roads and trails

21  
22 Residents are opposed to parking at the stables as well as a bus terminal as was previously  
23 proposed by Doug Widmeyer. There needs to be a way to get bikes off Highway One. The  
24 community does not want to limit access to the trails but does want to take notice of any  
25 infrastructure that gets built at the terminals to the trails.

26  
27 Fire Chief John Sward was on site when Caltrans brought the shuttle in to see if there was  
28 sufficient room for a turnaround at the beach. It was tight. He is willing to work with the  
29 authorities to create a turnaround. He commented that the new busses are very loud.

30  
31 Several people praised the revisions to the Coastal Trail.

32  
33 Other

34  
35 One resident wondered if the County building code could be reformed. A number of  
36 residents have been red tagged for minor work done on their homes. He also would like to  
37 see the building code be more oriented toward green building. Steve responded that the  
38 County is very committed to green building and has been winning awards in this realm.  
39 There has been significant progress in the way the code is evaluated with regards to second  
40 units. There won’t be any changes with regard to safety issues. Anyone who has been red-  
41 tagged can contact his office and he will advocate.

42  
43 The Park Service has formed a new committee on dogwalking which does not include any  
44 stakeholders from West Marin. Most GGNRA lands are in West Marin but residents have no  
45 voice. Steve offered to write a letter of support if Muir Beach wants to have a representative  
46 on the committee.

1  
2 Steve was thanked by several people for the beautiful stone steps leading down to the  
3 Community Center which were made possible by a grant from the County.  
4

5 **Item 3 NATIONAL PARK SERVICE REPORT**  
6

7 Steve Griswold, a landscape architect for the GGNRA, and Alex Naar in fire management,  
8 both from the National Park Service, provided an update on possible trail upgrades and re-  
9 routes involving the Dias Ridge trail system and Heather Cutoff.  
10

11 Steve Griswold reported that the project is for a multiuse trail (hikers, bikers, equestrians)  
12 from Panoramic Trail to Muir Beach to Franks Valley. The Tamalpais State Park trail has  
13 been replaced. He has been walking the trails to get a feel for alignment and is interested in  
14 Muir Beach's opinions. He would like to get the bikes off Highway One and keep the trails  
15 from eroding. The first part of the project from Panoramic to Pacific Way will have no frills  
16 – no parking, no drinking fountains. The second part is multiuse from the mailboxes  
17 connecting to Franks Valley Road.  
18

19 Audience comment included praise for the new coastal trail and opposition to paving Dias  
20 Ridge. The community supports trails but has strong opposition to a bus terminal or bus  
21 turnaround. Franks Valley Road must be patrolled to deter speeders. Some dog trails should  
22 make complete circles. Leave the existing trail in place during construction of a new Dias  
23 Ridge trail.  
24

25 **Item 4 CONSENT CALENDAR**  
26

27 A. **Approval of Expenditures** – For June 2005, which includes a total of \$17,172.54  
28 in General Fund expenditures, \$1,050.00 in Water Capital Improvement Fund  
29 expenditures, and \$1,621.31 in checks issued from the trust funds, for a total of  
30 \$19,843.85 in warrants issued.  
31

32 B. **Approval of Minutes** – Regular meeting June 15, 2005  
33

34 MOTION: To adopt the Consent Calendar Items A and B above.

35 Moved: Rudnick, seconded by Ostroff

36 Vote: AYES: Shaffer, Ostroff, Rudnick

37 ABSENT: Director Kamradt left the meeting prior to the vote.  
38

39 **Item 5 FIRE DEPARTMENT REPORT**  
40

41 Chief John Sward reported that a \$1,500 grant for safety equipment has been received.

1  
2 **Item 6 WATER RIGHTS – ADAPTIVE MANAGEMENT PLAN**  
3

4 Director Peter Rudnick reported that after 13 years, the protestants to water rights for Muir  
5 Beach have consented. The Adaptive Management Plan was Donovan's final  
6 accomplishment and he did a great job. The Plan deals with emergency procedures during a  
7 dry year. A copy will be left in the library. It is also available on the District website.  
8

9 **Item 7 LISA EIGSTI'S SCHOOL PROJECT**  
10

11 Lisa Eigsti provided an update on her children's school project. She will conduct a small  
12 Montessori program in the children's room at the Community Center. Licensing will be  
13 coming to inspect the facility, probably in mid-August. She would like the gate repaired  
14 prior to the inspection. She has found an insurance provider but is continuing to shop for a  
15 better rate. District Manager Hills indicated the coverage amount should be the same as  
16 other CSD coverages.  
17

18 **Item 8 DISTRICT MANAGER'S REPORT**  
19

20 **A. Water Operations and Revenues**  
21

22 Residents have cut back on water usage which has had the undesirable effect of lowering  
23 revenues. The water department runs at a deficit each year and the Board is faced the  
24 questions of with how to reduce or eliminate the deficit. Leighton and Maury will work on  
25 developing a plan, which may include raising rates for high users.  
26

27 Audience comments included raising rates in dry years when conservation is needed; smaller  
28 increases instead of a larger one; and raising rates to whatever level is needed to solve the  
29 deficit problem.  
30

31 **B. Survey of Wellsite Parcel**  
32

33 MOTION: To have the survey done.

34 Moved: Ostroff, seconded by Rudnick

35 Vote: AYES: Shaffer, Ostroff, Rudnick  
36

37 **C. Review of Proposed Budget**  
38

39 MOTION: To approve the budget as submitted.

40 Moved: Rudnick, seconded by Ostroff

41 Vote: AYES: Shaffer, Ostroff, Rudnick

1  
2                   **D. Mosquito Screening Project**  
3

4       District Manager Hills reported that the project was very well received and the work is  
5       nearing completion.  
6

7       MOTION: To approve the mosquito screening project.

8       Moved: Rudnick, seconded by Ostroff

9       Vote: AYES: Shaffer, Ostroff, Rudnick  
10  
11  
12

13       **Item 9 RULEMAKING COMMITTEE RE: DOGWALKING**  
14

15       Discussion on this topic took place during Steve Kinsey's presentation.  
16

17       **Item 10 ITEMS REMOVED FROM THE CONSENT CALENDAR**  
18

19       No items were removed from Consent Calendar.  
20

21       **Item 11 PUBLIC OPEN TIME**  
22

23       No comments were offered during public open time  
24

25       **Item 12 NEXT MEETING DATE**  
26

27       The next meeting date is scheduled for Wednesday, August 31, 2005.  
28

29       The meeting was adjourned at 9: 16pm.  
30

31       These minutes were approved by the Muir Beach Community Services District Board of  
32       Directors, during their meeting on \_\_\_\_\_.  
33  
34

35       \_\_\_\_\_  
36       Steve Shaffer, President

\_\_\_\_\_  
Sharon Mullin, Secretary