

MUIR BEACH COMMUNITY SERVICES DISTRICT

19 Seacape Drive ♦ Muir Beach, CA 94965 ♦ 415-388-7804 ♦ www.muirbeachcsd.com



Wed, March 29, 2006
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

Peter Rudnick, Board President
Maury Ostroff, Board Vice President
Danny Hobson, Director
Steve Shaffer, Director

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

Item 2 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 3 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 Feb 2006, attached at page 8.
- B. **Approval of Minutes** – Regular meeting February 22, 2006, attached at page 10.

Item 4 FIRE DEPARTMENT REPORT

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

Item 5 BOARD VACANCY

Bob Jacobs has indicated his willingness to fill the recent opening on the Board. The term would run approximately 19 months to the time of the next Board general election, November 2007. The Board has the option of filling the vacancy or of leaving it open to be filled at the time of election. It is suggested that the Board act on Bob's offer at the April meeting.

Item 6 REQUEST FOR TREE REMOVAL & TRIMMING NEAR 195 SUNSET WAY

As a great example of neighbors meeting together to work things out, Dan Fitzpatrick organized a series of neighbor meetings to see if there was an arrangement available to restore ocean views to the three homes on the uphill side of Sunset (his, Erin Pinto's and Matt Sylva's) in a way acceptable to the owners of 195 Sunset, on the ocean side of Sunset (Alan & Sala Steinbach, and Yeshi Neumann). The trees at issue are a row of aging cypress trees in front of 195 Sunset, and in the District right-of-way (10 small-trunk trees plus 1 larger tree jointly owned with 195 Sunset).

The owners of the four homes have worked out a plan involving the trimming of some trees and removal of others, and have agreed to split the costs amongst the four affected homes. It is suggested that the District consent to the plan agreed to by the four neighbors, allowing the District trees to be trimmed and/or removed per plan of the four residents. Permission would be granted jointly to all four affected homeowners (Steinbach/Neumann, Pinto, Fitzpatrick & Sylva) requiring unanimous consent among the owners as to scope and nature of the work, with work to be completed by July 31, 2006. Standard requirements for insurance, clean up, protection of District property and the like would also be suggested conditions of approval.

Item 7 GARDEN CLUB INSTALLATION OF DRIP IRRIGATION AT COMMUNITY CENTER

Ann Browning has contacted the District asking for permission on behalf of the Muir Beach Garden Club to install a drip irrigation system on the uphill side of the Community Center. The installation would be overseen and paid for by the Garden Club.

Item 8 DISTRICT MANAGER'S REPORT

HEALTH DEPT. INSPECTION – Scott Callow conducted his inspection of our water system last month. He is with the County's Environmental Health Department, which is authorized by the State's Department of Health Services to oversee the operation of our water system on behalf of the State. We addressed and upgraded a number of areas he had previously commented upon, and he is satisfied with the work. In fact, after meeting at the Pelican to discuss our system, and inspecting the wells and pumphouse, he elected to skip the inspection of the tank sites etc, the first time ever. We are in the process of determining an acceptable and cost effective way of destroying the unused well(s) at the wellsite, and permission from the Board is requested for us to implement the final agreed solution.

Muir Beach's water is naturally slightly acidic and when it sits overnight in residents plumbing, it causes a fair amount of copper to be introduced into the water (till enough water has been run that people are again getting fresh water from the mains). This is also how lead can be introduced into the water. The State requires water systems to treat water in order to reduce this effect.

A consultant suggested a treatment technique that, if effective, may influence the ultimate approach we use in our permanent treatment facility. EHS has requested that we test the effectiveness on our water system, to be measured by reduction in copper present at the tap. The treatment involves the addition of soluble silica (a soluble form of sand) that attaches to corroding copper and iron, and shields the metals from further direct contact with the water. As convenient secondary benefits, ductile iron water mains are subject to less corrosion, and the con-

crete mains in upper Seacape are also protected by silica. Soluble silica is slightly nutritious, allowed in food by the FDA, and used extensively in Canada, where drinking waters are also naturally acidic. The layer is formed during an initial 30-day period, and then a low maintenance level is continued to keep the layer from dissolving. Permission from the Board is requested to comply with the request of EHS.

Item 9 RECREATIONAL ITEMS

Reports/comments from the audience.

Item 10 ITEMS REMOVED FROM THE CONSENT CALENDAR

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

Item 11 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.*

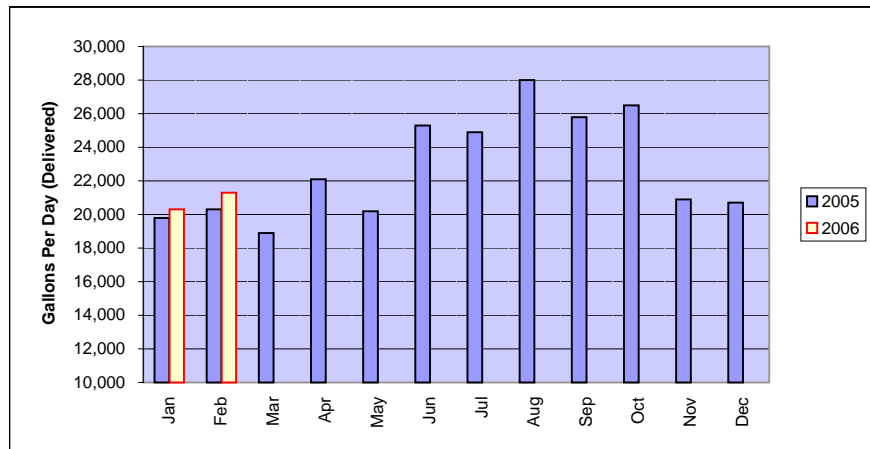
Item 12 SELECTION OF DATE FOR NEXT MEETING

4th Wednesday is April 26th.
3rd Wednesday is April 19th

Item 13 ADJOURNMENT

Water Production Table

End Date	Gallons Per Day					Billings	
	Pumped	Delivered	12 Mo Avg	Leaks		Month	12 Mos
Feb 16, 06	29,000	21,300	22,900	7,290	25%	\$ 7,427	\$ 84,600
Jan 16, 06	30,600	20,300	22,800	10,320	34%	\$ 7,290	\$ 83,220
Dec 16, 05	22,700	20,700	22,800	1,710	8%	\$ 7,009	\$ 81,830
Nov 16, 05	24,700	20,900	22,700	3,220	13%	\$ 7,341	\$ 80,250
Oct 16, 05	26,800	26,500	22,400	240	1%	\$ 7,543	\$ 78,180
Sep 16, 05	29,500	25,800	22,300	3,520	12%	\$ 7,683	\$ 77,840
Aug 16, 05	29,700	28,000	22,600	1,480	5%	\$ 8,364	\$ 78,930
Jul 16, 05	27,000	24,900	22,600	1,980	7%	\$ 7,083	\$ 78,640
Jun 16, 05	26,900	25,300	22,900	1,580	6%	\$ 7,352	\$ 79,760
May 16, 05	24,400	20,200	23,300	3,850	16%	\$ 5,847	\$ 81,020
Apr 16, 05	25,300	22,100	24,000	2,380	9%	\$ 6,421	\$ 83,390
Mar 16, 05	23,600	18,900	24,300	4,110	17%	\$ 5,239	\$ 84,380
Feb 16, 05	23,500	20,300	24,400	3,120	13%	\$ 6,048	\$ 84,840
Jan 16, 05	21,900	19,800	24,700	2,110	10%	\$ 5,902	\$ 86,260



Muir Beach Community Services District

Revenue and Expenditures

Budget vs Actual

Accrual Basis

	Jul '05 - Feb 06	Budget	% of Budget
Ordinary Income/Expense			
Income			
Water Operations Income	47,184	65,910	72%
Consumption Surcharge	12,108	16,790	72%
Recreational Activities Income	9,341	14,830	63%
Donations	3,025		
Grant Income	3,950	6,740	59%
Tax Income	80,643	128,000	63%
Interest Income	8,307	5,320	156%
Total Income	164,558	237,590	69%
Expense			
Accounting & Bookkeeping	11,340	18,500	61%
Administration Fees	20,414	25,000	82%
Bistro Expenses	424	600	71%
Employee Benefits	2,950	4,620	64%
Event Costs	69	750	9%
Insurance	2,463	7,640	32%
Legal & Professional	10,591	11,500	92%
Licenses, Memberships & Fees	4,048	5,900	69%
Misc Operating Expenses	398	2,100	19%
Office Expense	164	1,200	14%
Outside Services	2,133	2,940	73%
Payroll Expenses	36,197	40,224	90%
Postage & Delivery	615	1,010	61%
Repair & Maintenance	9,224	16,500	56%
Supply	398	10,170	4%
Telephone	1,296	1,910	68%
Travel Expense	1,261	1,620	78%
Utilities	3,617	9,160	39%
Water Testing & Expense	3,527	9,000	39%
Total Expense	111,129	170,344	65%
Net Ordinary Income	53,428	67,246	79%
Net Income	53,428	67,246	79%

Muir Beach Community Services District

Balance Sheet

As of February 28, 2006

Accrual Basis

	Feb 28, 06
ASSETS	
Current Assets	
Checking/Savings	
Smith Barney General Funds	13,824
428 Gen'l Fd	40,417
429 Inv Fd	
Water Capital Improvement Fund	367,600
Fire Station Reserve Fund	15,185
General Investments	116,889
Total 429 Inv Fd	499,674
Petty Cash Fund	130
Total Checking/Savings	554,044
Accounts Receivable	
Receivables	8,747
Total Accounts Receivable	8,747
Other Current Assets	
Undeposited Funds	871
Deposits	467
Total Other Current Assets	1,338
Total Current Assets	564,129
Fixed Assets	
Building	16,518
Furniture & Fixtures	3,000
Machinery & Equipment	34,979
Roads & Easements	
CC Steps	376
Easement Lighting	5,103
Total Roads & Easements	5,479
Water System Improvements	
Water Well	21,120
Total Water System Improvements	21,120
Total Fixed Assets	81,095
TOTAL ASSETS	645,224
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase 5153	610
Total Credit Cards	610
Other Current Liabilities	
Rental Security Deposits	2,750
Shaffer CalPers Trust	1,657
Water Security Deposits	7,450
West Marin Funds on Deposit	11,987
Total Other Current Liabilities	23,844
Total Current Liabilities	24,454
Total Liabilities	24,454

Muir Beach Community Services District

Balance Sheet

As of February 28, 2006

Accrual Basis

	Feb 28, 06
Equity	
Retained Earnings	567,342
Net Income	53,428
Total Equity	620,771
TOTAL LIABILITIES & EQUITY	645,224

Muir Beach Community Services District
Expenditures
February 2006

	TOTAL	Admin	Water Cap Impr	Fire	Rec	Roads	Water
Hills, Leighton (+ replacement ck)	4,166.00	1,041.50	833.20	416.60	416.60	624.90	833.20
Harvey Pearlman (wages)	2,793.23	0.00	0.00	0.00	121.00	0.00	2,672.23
Harper, Kevin	2,142.00	2,142.00	0.00	0.00	0.00	0.00	0.00
Mullin, Sharon	1,536.59	906.59	0.00	0.00	0.00	0.00	630.00
State Compensation Insurance Fund	757.90	0.00	0.00	0.00	234.53	40.95	482.42
Marin County Registrar of Voters	598.96	598.96	0.00	0.00	0.00	0.00	0.00
Jose Alcala (wages)	585.34	0.00	0.00	0.00	0.00	0.00	585.34
CalPers	390.55	390.55	0.00	0.00	0.00	0.00	0.00
PG&E	386.22	0.00	0.00	0.00	73.48	0.00	312.74
Salvador Gonzalez (wages)	345.00	0.00	0.00	0.00	90.00	0.00	255.00
Paychex, Inc.	336.35	336.35	0.00	0.00	0.00	0.00	0.00
Payroll taxes	306.50	306.50	0.00	0.00	0.00	0.00	0.00
Juana Gonzalez (wages)	288.00	0.00	0.00	0.00	288.00	0.00	0.00
Lonna Richmond (wages)	180.00	0.00	0.00	0.00	180.00	0.00	0.00
Pearlman, Harvey (mileage allowance)	135.00	0.00	0.00	0.00	0.00	0.00	135.00
Wang, Emiko (tai chi)	130.00	0.00	0.00	0.00	130.00	0.00	0.00
NEBS (office supplies)	106.35	0.00	0.00	0.00	0.00	0.00	106.35
JL Wingert Company (water exp)	91.51	0.00	0.00	0.00	0.00	0.00	91.51
SBC	86.75	54.73	0.00	0.00	0.00	0.00	32.02
USPS	82.80	0.00	0.00	0.00	0.00	0.00	82.80
Bender, Suzanne (phone book reprint)	61.09	0.00	0.00	0.00	61.09	0.00	0.00
Cingular Wireless	34.65	0.00	0.00	0.00	0.00	0.00	34.65
Misc Vendor (bistro exp)	32.25	0.00	0.00	0.00	32.25	0.00	0.00
Knox, Nancy (bistro exp)	25.00	0.00	0.00	0.00	25.00	0.00	0.00
Smith Barney (NSF chk to be reimbursed)	25.00	25.00	0.00	0.00	0.00	0.00	0.00
Paytrust	12.95	12.95	0.00	0.00	0.00	0.00	0.00
TOTAL	15,635.99	5,815.13	833.20	416.60	1,651.95	665.85	6,253.26

Muir Beach Community Services District
Expenditures
February 2006

Paid from the Water Capital Improvements Fund	833.20	
Paid from the General Fund	<u>14,802.79</u>	
Total expenditures per above		15,635.99
Paid from the Rental Security Deposit Trust		
McGilloway		
Nester	500.00	
Total paid from the Rental Security Deposit Trust	<u>250.00</u>	750.00
Paid from the Water Security Deposit Trust		
Strachan	100.00	
Wray	<u>100.00</u>	
Total paid from the Water Security Deposit Trust		200.00
Paid from the Shaffer Medical Trust		405.80
Paid from the West Marin Funds Trust		
Graham Groneman	1,594.12	
SBC	<u>29.48</u>	
Total paid from the West Marin Funds Trust		1,623.60
Total checks issues		<u><u>18,615.39</u></u>

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____, 2006.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Peter Rudnick, Board President

Leighton Hills, District Manager

1
2 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
3 **Minutes of the Board of Directors' meeting held on**
4 **Wednesday, February 22, 2006**
5
6
7

8 **Item 1 CALL TO ORDER**
9

10 President Rudnick called the regular meeting of the Muir Beach Community Services District
11 Board of Directors to order at 7:15 pm on Wednesday, February 22, 2006.
12

13 **Roll Call**
14

15 PRESENT: DIRECTORS: Shaffer, Rudnick, Ostroff, Hobson
16 PRESENT: OFFICERS: District Manager Hills, Secretary-Treasurer Mullin
17

18 Peter Rudnick announced that Deborah Kamradt has submitted her resignation. The Board
19 gratefully acknowledged her ten years of service to the Community. Should the Board
20 choose to appoint someone to replace her, that person will serve until the date of the next
21 Board election.
22

23 **Item 2 NATIONAL PARK SERVICE REPORT**
24

25 No National Park Service personnel were present. Notices are sent to Alex Naar, Mia
26 Munroe, Carolyn Shoulders and Paul Bignardi prior to each Board meeting by District
27 Manager Leighton Hills.
28

29 **Item 3 CONSENT CALENDAR**
30

31 A. **Approval of Expenditures** – For December 2005, which includes a total of
32 \$13,271.96 in General Fund expenditures, \$416.60 in Water Capital Improvement
33 Fund expenditures, and \$505.80 in checks issued from the trust funds, for a total
34 of \$14,194.36 in warrants issued; and for January 2006, which includes a total of
35 \$13,622.02 in General Fund expenditures, \$416.60 in Water Capital Improvement
36 Fund expenditures, and \$1,462.74 in checks issued from the trust funds, for a total
37 of \$15,501.36 in warrants issued.
38

39 B. **Approval of Minutes** – Regular meeting January 25, 2006.
40

41 MOTION: To adopt the Consent Calendar, which includes Items A and B above.

42 Moved: Shaffer, seconded by Hobson

43 Vote: AYES: Unanimous
44

1 **Item 4 FIRE DEPARTMENT REPORT**

2
3
4 Chief John Sward reported. There are federal funds available for the removal of fire hazards.
5 He and District Manager Hills toured the community to assess fire risk. John will be talking
6 to residents who are at greatest risk as well as residents whose neighbors have concerns over
7 their trees. Marin County Fire will have greater involvement with Muir Beach this year.
8 They will periodically drive 1585, a type-one fire truck used for structural fires, down Sunset
9 Way to determine which areas are impassable. Some houses in Muir Beach will be deemed
10 un-savable due to surrounding brush and trees. Residents in those houses will be encouraged
11 to create a defensible space to protect themselves and their neighbors. One resident indicated
12 he would like a tree ordinance put in place to protect views and alleviate fire hazard. The
13 Board reminded those present that they have no jurisdiction on private property. Leighton
14 has spoken with County Council on this issue and the CSD has no power to regulate views.
15 Resident fireman Ted Marshall said that enforcement on private property should be sought
16 from Marin County Fire. Muir Beach may be notified in the next couple of weeks of a ballot
17 measure, drafted and sponsored by a group of residents, for a tree ordinance that may be
18 included in the next election.

19
20 Ted Marshall reported on the serious problem of emergency vehicle access on the
21 community's smaller roads due to unsafe parking practices that are now commonplace.
22 There have been two medical calls at the end of Sunset Way since the beginning of the year.
23 He was forced to leave one prematurely in order to clear Sunset Way to allow access for
24 emergency vehicles. He would like to see painted lines on the roadway indicating safe
25 parking zones as well as other remedies. Leighton will work with Ted to identify
26 problematic areas and seek and implement a solution.

27
28 **Item 5 DISTRICT MANAGER'S REPORT**

29
30 Leighton attended a FEMA and California Office of Emergency Services briefing on the
31 recent Marin County flooding disaster and determined that the damage that occurred in Muir
32 Beach is covered. The public assistance grant in combination with the state program would
33 reimburse all but 6% of the cost of repairs. Donovan Macfarlane is now a licensed FEMA
34 inspector. He and Leighton toured the community to locate projects that would apply. The
35 bridge at the picnic grounds is a possibility.

36
37 MOTION: To authorize the filing with FEMA by the CSD of Form 90-49, Request for
38 Public Assistance, as attached to the Agenda packet.

39 Moved: Shaffer, seconded by Ostroff

40 Vote: AYES: Unanimous

41
42 Supervisor Steve Kinsey will be in Muir Beach on March 7 to speak about possible solutions
43 to the Pacific Way flooding problem. All interested residents should attend the meeting.
44

1 Marin County Environmental Health comes to Muir Beach each year to inspect the water
2 system. Many items have been fixed over the years. They would now like the old well filled
3 with concrete after drilling it out first to remove the casing.

4
5 There were two large water leaks last month - a water valve malfunctioned and a leak
6 occurred at the beginning of Ahab.

7
8 **Item 6 RECREATIONAL ITEMS**

9
10 Kathy Sward let the Board know of a mouse problem at the community center. Steve Shaffer
11 has used Western Exterminator with good results and they are affordable. Leighton will call
12 them.

13
14 **Item 7 ITEMS REMOVED FROM THE CONSENT CALENDAR**

15
16 No items were removed from the Consent Calendar.

17
18 **Item 8 PUBLIC OPEN TIME**

19
20 There was continued discussion with regards to the presentation given at the last Board
21 meeting by Steve Griswold as well as discussion on the various possibilities for bus/shuttle
22 service to Muir Beach. Generally, no one wants a large bus stop. However, there is value in
23 having a shuttle or smaller bus make stops at Muir Beach. It appears the decision has already
24 been made to discontinue the current Stage service to Muir Beach.

25
26 **Item 9 NEXT MEETING DATE**

27
28 The next meeting date is scheduled for Wednesday, March 22, 2006.

29
30 The meeting was adjourned at 8:22 pm.

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

34
35
36 _____
37 Peter Rudnick, Board President

Sharon Mullin, Secretary