

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



**Wed, July 13, 2011
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 the District Manager 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
Scott Bender, Director
Dan Fitzpatrick, Director
Peter Rudnick, Director

Leighton Hills, District Manager

Item 2 RESIGNATION OF DIRECTOR , APPOINTMENT OF SUCCESSOR TO SERVE THROUGH NOVEMBER

Steve Shaffer, as board president, received the following letter from Danny Hobson resigning her position as director on May 23, 2011:

"I am writing to officially resign from my position on the CSD Board. As you know, I had my second daughter in January and am finding that my family needs my full attention at this time. I have so appreciated the opportunity to serve the Muir Beach community as a board member. I would welcome the opportunity to serve again once my children are older.

It has been a pleasure to work with you. I so appreciate your good leadership. I wish you and the CSD all the best."

Although her term ran through the end of 2013, her early resignation makes the seat up for community election this November. The board's role is to appoint a successor to serve until the time of the next election by the community (this November). Steve Shaffer and I contacted resident Peter Lambert to see if he would be willing to hold the interim position on the board

until the time of the community election, and if he found he could be an asset to the board to seek reelection at the November election. He has agreed to do so.

As such, and if it meets with approval by the full board, a motion should be made and passed appointing Peter Lambert (or other nominee as determined by the board) to the board of directors to serve until a successor is elected by the community as part of the November 2011 general election.

If the motion is passed, the successor should execute the oath of office and may begin the term of service.

Item 2 MOTION TO APPROVE CONSENT CALENDAR

All items on the Consent Calendar are considered to be either routine or non-controversial, and will be enacted by a single blanket action of the Board. Upon request from a Board member or any member of the public, individual items may be removed from the Consent Calendar in which case they will be discussed later in the meeting (under items removed from the Consent Calendar).

- A. **Approval of Minutes** – Meeting Feb 28, 2011, as attached.
- B. **Financial Reports** – As attached (a long period is covered because of changes of bookkeepers).
- C. **Elections Request** – A perfunctory resolution that the District election be administered by the County Registrar of Voters. Included on the Consent Calendar unless anyone would like to discuss.

Item 3 NATIONAL PARK SERVICE REPORT

Representatives of the National Park Service may be present to update the community on various ongoing NPS projects.

Item 4 FIRE DEPARTMENT MATTERS

Dismissal of Firefighter – Please see the following letter from Jeffrey Trotter. Because the District Manager is responsible under the CA Gov't Code (Sec 61051(b)) for "the appointment, supervision, discipline, and dismissal of [personnel in all departments]," Jeffrey has asked to have this matter placed on the agenda.

"My name is Jeffrey Trotter and I have been a volunteer with the Muir Beach Fire Department for the last three years. On or around June 15th, John John Sward (Fire Chief) came to my residence and asked for my fire equipment and pager. He informed me that I was no longer a member of the Muir Beach Volunteer Fire Department, because I was "no longer an asset." He could not cite any reason for the dismissal. I am requesting to be put on the agenda for the next Fire Board meeting, and have spoken with Leighton Hills about this.

I gave a lot of time to the Department, and I feel as though I was dismissed without any due process. I would like to further discuss this with the Board of Directors."

Acquisition of Parcel for New Fire Station – For many, many years discussions were underway with NPS to secure the long-term use of the Creamery building at the stables for ongoing use as the fire station. The latest plan had been to receive a long-term lease from NPS in exchange for rehabbing the 100+ year old structure. After receipt of five bids, the estimated cost was more than \$400,000 (with one estimate exceeding \$600,000). In addition, the

terms of the proposed NPS lease, largely non-negotiable, would have saddled the Fire Dept. with burdensome bureaucratic requirements.

An alternative that has been explored is to build a new station of our own – a 26' x 46' bare structure from Tuff Shed costs \$63,000 (fully constructed), with total building and site development costs estimated at \$151,000 (see the exact figures contained in the documents pertaining to budget for the fire department). Jon Rauh and Danny Hobson have been nice enough to consider selling a separate parcel of theirs for this purpose, a parcel that fronts directly on Highway 1 and is a level building site. Steve Shaffer, Brent Smith and I met with Jon and Danny and tentatively determined that a transaction price of \$132,000 would be acceptable to the parties. Our friendly anonymous donor acting through the Marin Community Foundation is willing to provide us with \$100,000 for this purchase, and the VFA would provide the balance of \$32,000 – the source primarily being accumulated proceeds from community BBQs.

Please review the transaction document entitled Addendum One (attached) that contains various restrictions on and guidelines for the use of the parcel, basically designed to minimize impacts on the remaining property that Jon and Danny are not selling (their home). The provisions are intended, among other things, to be ongoing limitations on the use of the property into the future.

Although there is no out-of-pocket cost to the CSD/community for the purchase of the parcel, the plan had been for (former) board member Danny Hobson to recuse herself from any board action to review or approve the purchase. She of course resigned the board position in May and the current board should consider fresh the merits of the proposal. No legal obligation exists to proceed with the transaction – we simply are at a point where there is a willing seller and a recommendation from a disinterested staff (me) that the transaction works to the benefit of the community and the fire department – and that approval is therefore recommended.

Should the board agree, a motion should be passed authorizing the district manager to enter into the transaction documents on behalf of the district and to close the transaction.

Budget for Fire Department – The Volunteer Fire Department is a department of the Muir Beach CSD and does not exist as a separate entity. Expenditures by the Fire Dept. are subject to all the requirements of the Gov't Code relating to expenditures by departments of community services districts. As part of the passage of the tax on residents in 2008 of approximately \$30,000/yr., the CSD indicated that no expenditures of tax funds would be approved without an authorized budget (and none having yet been submitted, the balance now stands at some \$92,000).

The Volunteer Fireman's Association (VFA) is an organization whose purpose is to provide financial and fundraising support to the Fire Dept. In anticipation of this meeting, it recently produced a combined budget for the VFA and the Fire Department. I have condensed that combined budget to show only those projects that directly involve the Fire Dept (included as part of this meeting packet). The budget for the coming year provides for the expenditure of approximately \$101,000 of tax funds by next June 30 (tax collections are projected to increase by \$30,000 in the coming year) and further includes \$141,245 of donations from the VFA to the Fire Dept. to be applied toward projects and programs of the Fire Dept.

Grant Issues, Ordering of Capital Assets – There is some controversy involving the topics of (i) adequate disclosure to granting agencies and (ii) authorizations for ordering capital assets that will be discussed if the issues are still unresolved by the time of the meeting.

Item 5 RECREATIONAL ITEMS

Comments or updates from members of the audience.

Item 6 ITEMS REMOVED FROM THE CONSENT CALENDAR

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

Item 7 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 which lets members of the community know a topic is up for discussion).*
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 8 SELECTION OF DATE FOR NEXT MEETING

We should meet again prior to September to adopt the budget for the District. Suggested Wednesdays in August are August 17, August 24 or August 31.

Item 9 ADJOURNMENT

Proposed Budget July 1, 2011 - June 30, 2012

Muir Beach Volunteer Fire Dept, a department of the Muir Beach Community Services District

| Line | Items | Fire Dept Amounts | VFA Donations | Net Fire Dept Amounts | Notes |
|------|--|----------------------|--------------------|-----------------------------|--|
| 1 | Revenues | | | | |
| 2 | Fire Tax | \$ 30,000 | | \$ 30,000 | 4-year tax on residents \$200/yr, expiring April 2012. Current balance \$92,893. |
| 3 | West Marin Fire Grant (2 yrs) | 16,800 | | 16,800 | A long running annual grant (\$8,400/yr) from Marin Fire Council, funded by NPS. |
| 4 | Total Revenues | \$ 46,800 | | \$ 46,800 | |
| 5 | | | | | |
| 6 | Expenditures | | | | |
| 7 | <u>Fire Station Parcel</u> | | | | |
| 8 | Parcel Acquisition \$ 132,000 | | | | Proposed acquisition cost for 60' x 150' level parcel at Greene Ln, Muir Beach. |
| 9 | Foundation Grant (100,000) | | | | From a donor-advised fund at the Marin Community Foundation. |
| 10 | Total Fire Station Parcel | \$ 32,000 | (32,000) | \$ - | |
| 11 | <u>Fire Station Building</u> | | | | |
| 12 | 26' x 46' Tuff Shed \$ 62,808 | | | | Constructed cost using a to-be-constructed slab foundation. |
| 13 | Slab, Electric, Plumbing 40,000 | | | | Slab \$15,000+, Elec & Plumbing \$25,000. |
| 14 | Permits 15,000 | | | | Coastal permit and variance. |
| 15 | Other 13,000 | | | | Geotechnical \$7,000; Landscaping \$5,000. |
| 16 | Estimating Contingency 20,000 | | | | Excludes \$14,750 paid from fire station reserve account for: Record of survey, topo map, civil engineering, septic analysis, legal. |
| 17 | Total Fire Station Building | \$ 150,808 | (79,145) | \$ 71,663 | |
| 18 | <u>Firefighting</u> | | | | |
| 19 | Training for Volunteers \$ 15,000 | | | | First Responder certifications, driving courses, availability of EMT certs. |
| 20 | Truck Expenses 13,000 | | | | Maintenance, fuel (\$8,000 avg of hist exp), 676/Pumper investigation/restoration (\$5,000). |
| 21 | Firefighting Equipment 11,500 | | | | Ladders, hoses, protective clothing, lighting, saws - excludes breathing apparatus (avg of historical expenditures). |
| 22 | Radio Communications 3,500 | | | | Allowance for change to high band radios, other (avg of historical expenditures). |
| 23 | Emerg Med Supplies, Other 1,700 | | | | Defibrillator, rescue equipment (avg of historical expenditures). |
| 24 | Total Firefighting | \$ 44,700 | (24,300) | \$ 20,400 | |
| 25 | Chipper Program | \$ 11,000 | <i>Paid to VFA</i> | \$ 11,000 | VFA to be paid to operate chipper program. Will utilize fire dept volunteers. |
| 26 | General Administrative | \$ 7,600 | | \$ 7,600 | Vehicle and liability insurance (\$4,000), Allocation of district overhead expenses (\$3,600). |
| 27 | <u>Vehicle Acquisition</u> | | | | |
| 28 | Fast Attack Truck (#2) \$ 133,715 | | | | 5-passenger, Ford F550 diesel w/ 200 gallon water tank, 110 GPM pump - duplicate vehicle. |
| 29 | FEMA Grant (126,350) | | | | Assistance to Firefighters Grant (AFG), a FEMA program. |
| 30 | Total Vehicle Acquisition | \$ 7,365 | | \$ 7,365 | |
| 31 | <u>Emergency Preparedness</u> | | | | |
| 32 | Resident training \$ 5,000 | | | | CPR training for residents. |
| 33 | Housing, med, radio comm 4,100 | | | | Emergency shelter, medical supplies, emerg food, radio, search & rescue. |
| 34 | Total Emerg Preparedness | \$ 9,100 | (5,800) | \$ 3,300 | Net amount of emergency preparedness program is paid to VFA. |
| 35 | Total Expenditures | \$ 262,573 | (141,245) | \$ 121,328 | |
| 36 | | | | | |
| 37 | Total Revenues less Total Expenditures | (215,773) | | (74,528) | |
| 38 | | | | | |
| 39 | Cash Balances | | | | |
| 40 | Cash Balances (starting) | | | \$ 96,659 | Fire tax acct \$92,893; Fire station acct \$1,167; West Marin \$2,600. |
| 41 | Total Revenues less Total Expenditures (from above) | | | (74,528) | |
| 42 | Cash Balances (ending) | | | \$ 22,131 | Includes \$14,300 paid from the Fire Dept to the VFA (\$11,000 for chipper program and \$3,300 for emergency preparedness). |



REFERENCES

THE FOLLOWING DOCUMENTS WERE REVIEWED AS A PART OF THE BOUNDARY ANALYSIS AND FIELD SURVEY OF THE SUBJECT PROPERTY. THEY ARE CITED HEREIN FOR CLARITY & TO PERPETUATE THE FACT THAT THEY WERE CONSIDERED. MAP REFERENCES ULTIMATELY UTILIZED IN THE CONCLUSION ARE SHOWN NEXT TO THE RELEVANT DIMENSIONS IN BRACKETS [].

[A] SUBJECT GRANT DEED TO RAUH FAMILY TRUST, RECORDED AS DOC #2009-70989, DECEMBER 24, 2009, OFFICIAL RECORDS OF MARIN COUNTY (ORMC).

[B] GRANT DEED UNITED STATES OF AMERICA, RECORDED AS DOC #85-014657, APRIL 12, 1985, ORMC.

[C] MAP OF TAMALPAIS LAND AND WATER COMPANY MAP NO. 3, FILED IN VOLUME 1 OF MAPS AT PAGE 104, MARIN COUNTY RECORDS (MCR). COURSES AND DISTANCES FOR THE VARIOUS RANCHES ARE RECORDED IN BOOK "D" OF MISCELLANEOUS RECORDS, ORMC.

[D] RECORD OF SURVEY, FILED FOR RECORD OCTOBER 15, 1965 IN BOOK 4 OF SURVEYS AT PAGE 58, MCR.

[E] OFFICIAL BLM FIELD NOTES AND PLAT, APPROVED JUNE 27, 1988 AND FILED IN VOLUME R 578, PAGES 66-86. NOTES AND PLAT ON FILE WITH THE BUREAU OF LAND MANAGEMENT.

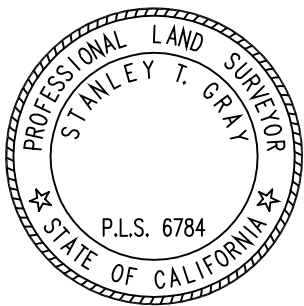
COUNTY SURVEYOR'S STATEMENT

THIS MAP HAS BEEN EXAMINED IN ACCORDANCE WITH SECTION 8766 OF THE PROFESSIONAL LAND SURVEYORS' ACT THIS DAY OF 2007.

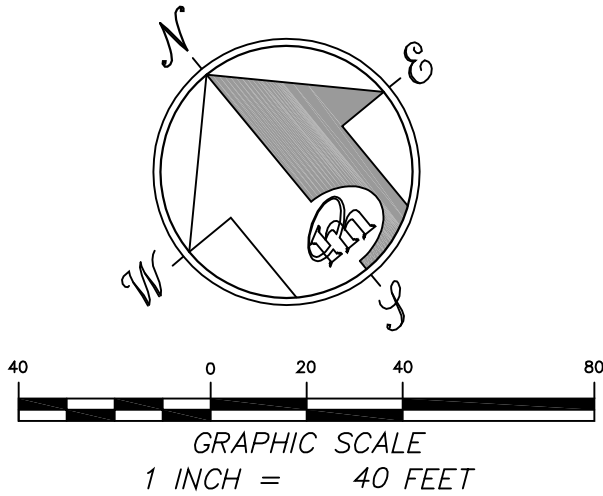
CRAIG TACKABERY
MARIN COUNTY SURVEYOR

SURVEYOR'S STATEMENT

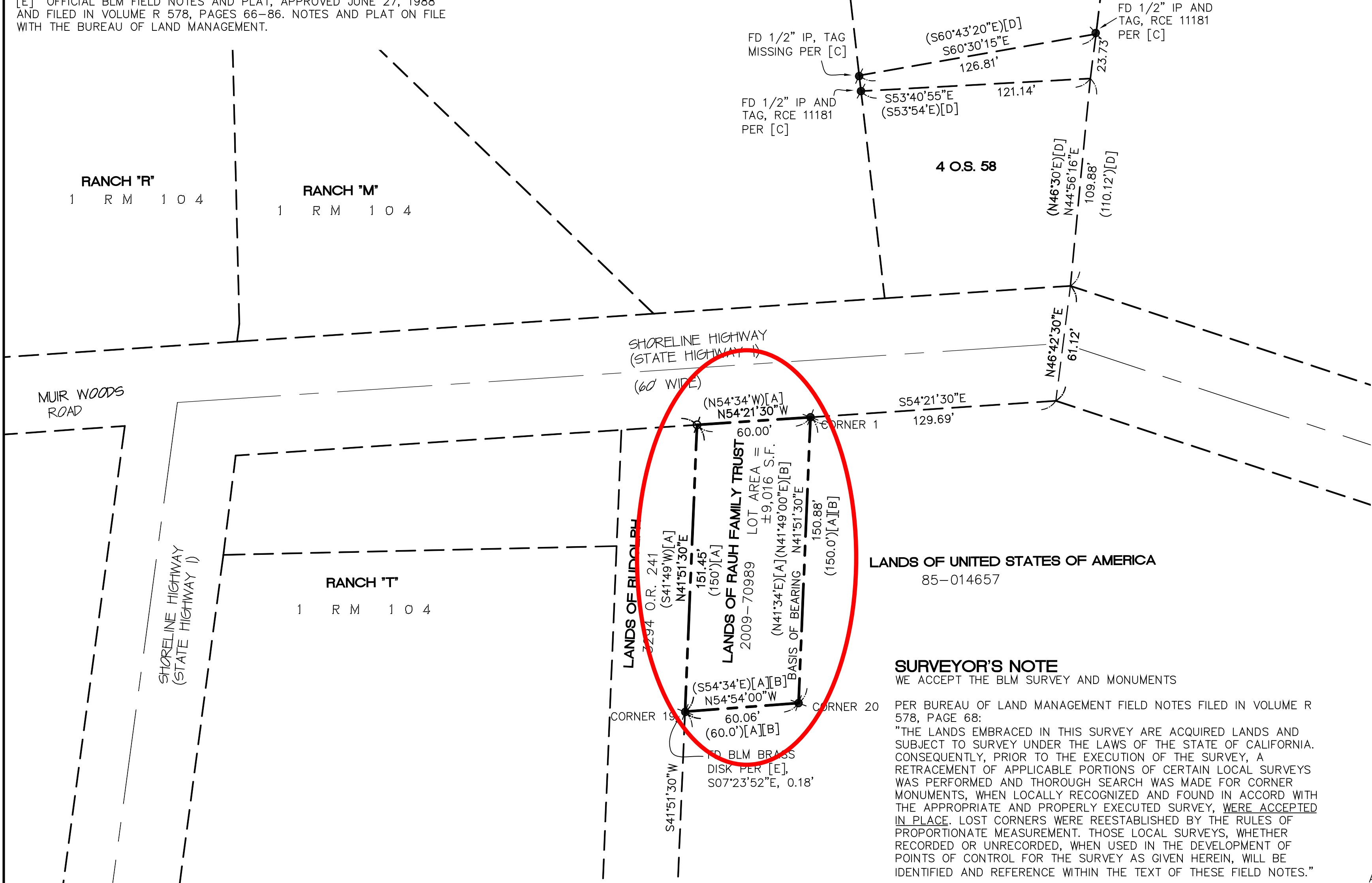
THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE PROFESSIONAL LAND SURVEYOR'S ACT AT THE REQUEST OF MUIR BEACH COMMUNITY SERVICES DISTRICT IN DECEMBER 2010.



STANLEY T. GRAY PLS 6784



PRELIMINARY



RECORDER'S STATEMENT

FILED THIS DAY OF , 20 , AT MINUTES PAST .M., IN BOOK OF MAPS, AT PAGE , AT THE REQUEST MERIDIAN SURVEYING ENGINEERING, INC. & MARIN COUNTY DPW.
SERIAL NO. FEE: .

COUNTY RECORDER

BY: DEPUTY

GENERAL NOTES

- (1) ALL DISTANCES ARE IN TENTHS AND HUNDREDTHS OF FEET UNLESS OTHERWISE NOTED.
- (2) RECORD = MEASURED UNLESS OTHERWISE NOTED.
- (3) DISTANCES PER MAP REFERENCE [E] ARE IN CHAINS. THESE DISTANCES HAVE BEEN MULTIPLIED BY 66 TO CONVER TO FEET.

BASIS OF BEARING

THE BASIS OF BEARING FOR THIS MAP IS TAKEN TO BE N41°51'30" E BETWEEN FOUND MONUMENTS AS SHOWN UPON MAP ABOVE REFERENCED [E]. ALL BEARINGS HEREIN MENTIONED ARE RELATED THERETO.

LEGEND

- | | |
|--------|--|
| CALC | CALCULATED |
| N.T.S. | NOT TO SCALE |
| FD | FOUND |
| O.R. | OFFICIAL RECORD |
| P.O.B. | POINT OF BEGINNING |
| IP | IRON PIPE |
| (X) | RECORD DIMENSION |
| | SET REBAR & CAP, PLS 6784 |
| | FOUND MONUMENT AS NOTED |
| | FOUND 2-1/2" STEEL POST AND BRASS CAP MARKED T1S R7W |
| | GNRA PARCEL E |
| | COR X |
| | LOT 1 |
| | 1986 |

RECORD OF SURVEY

LANDS OF RAUH FAMILY TRUST
PER DOC #2009-70989
BEING A PORTION OF RANCH "T"
PER 1 R.M. 104
MUIR BEACH

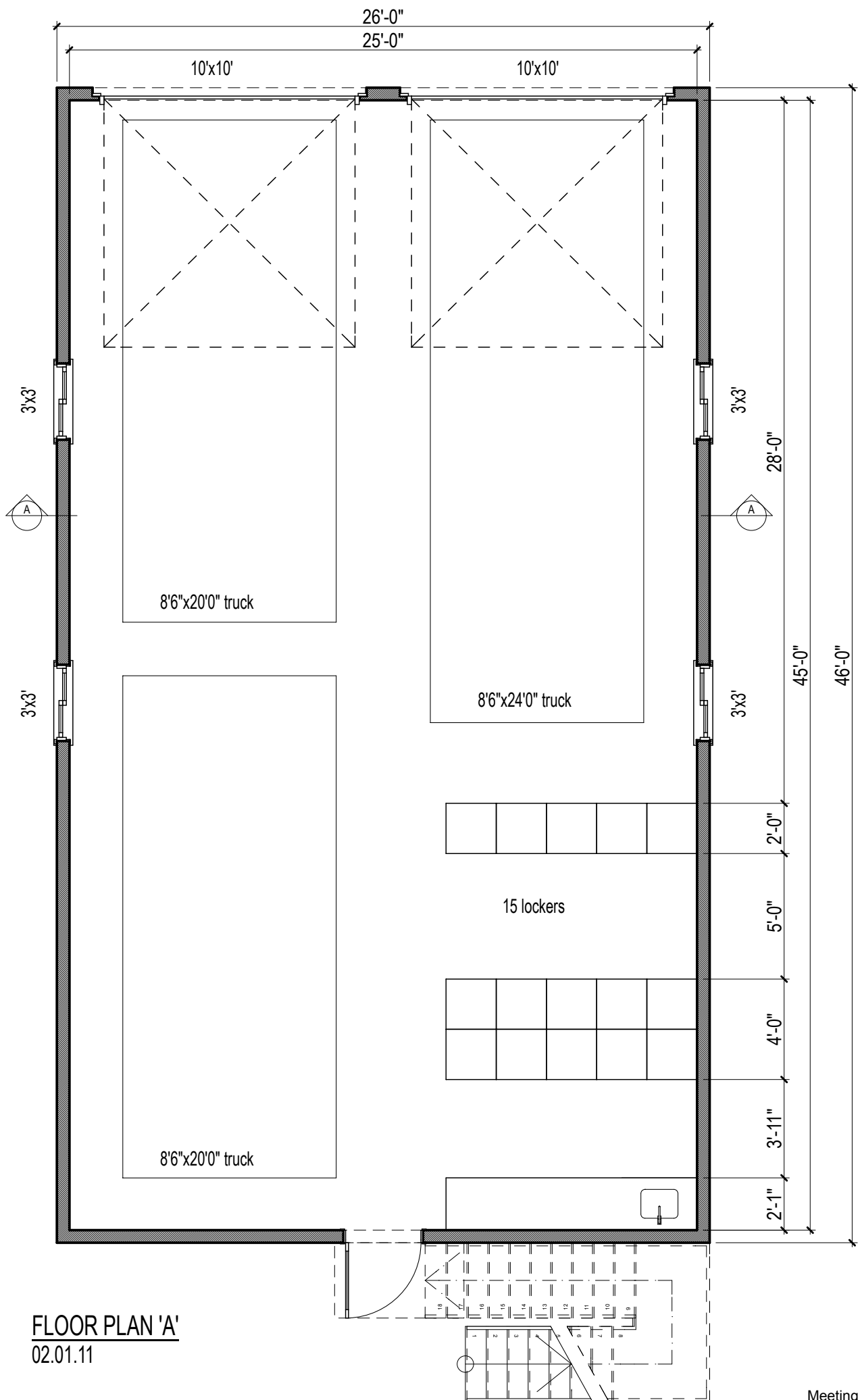
MARIN COUNTY 01149-2011 ROS CALIFORNIA JANUARY 2011



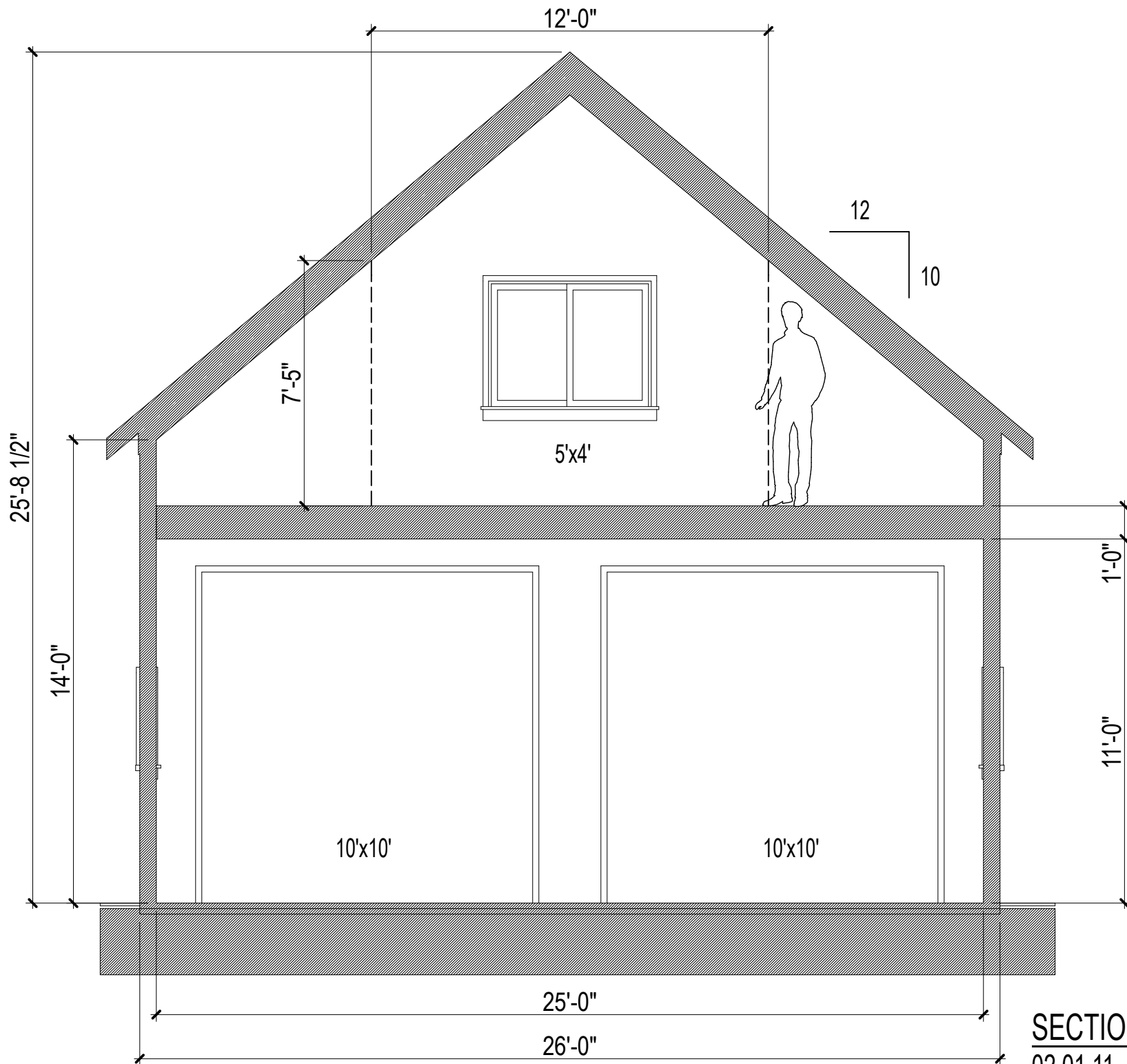
MERIDIAN SURVEYING ENGINEERING, INC.
1812 UNION STREET 777 GRAND AVE, SUITE 202
SAN FRANCISCO 94123 SAN RAFAEL, CA 94901
(415) 440-4131 (415) 456-5450

A.P. #199-181-03

SHEET 1 OF 1



FLOOR PLAN 'A'
02.01.11



SECTION 'A'

02.01.11



Addendum One

The following terms and conditions are hereby incorporated in and made a part of that Vacant Land Purchase Agreement and Joint Escrow Instructions for the property known as 1793 Shoreline Highway, Muir Beach, California (Property) between the Muir Beach Community Service District (Buyer) and the Rauh Family Trust (Seller).

1. Buyer shall record an easement in favor of Seller that provides that the owner of the Property not block the natural flow of water in a drainage channel across a small portion of the Property and that Seller shall have the right to clear said channel should it become blocked. Said easement shall be on the terms set forth in the Drainage Easement Agreement attached hereto. Said easement may be recorded prior to close of escrow to become effective upon close of escrow.
2. Buyer shall also grant Seller the right of first offer on the terms set forth in the Right of First Offer Agreement attached hereto. Said Right of First Offer Agreement may be recorded following close of escrow.
3. Neither party is represented by a real estate agent in this transaction and no real commissions are payable as a result of this transaction. Grant A. Barbour represents the Buyer as an attorney and has assisted in the preparation of these forms. Sellers to obtain their own counsel if so desired.
4. Buyer has performed its own inspections.
5. The fire station that Buyer proposes to build on the Property would conform to the following:
 - a. The rear 50 feet of the Property will be kept free of permanent or temporary structures. It will not be used for storage and will be kept in a neat and clean condition. Subject to the parking requirements imposed by governmental agencies, the rear 50 feet shall not be used for long-term parking. The ground level of the rear 50 feet will not be raised due to flood prevention concerns, however gravel or other similar material may be distributed over this area for short term parking and a turnaround roadway lane.
 - b. Lighting will kept to a minimum level at the rear of the structure so as to minimize the lighting impact to Seller's adjacent property at 1815 Shoreline Highway.
 - c. Second story windows will not be installed on the north side of the building. Windows on the west side of the building will either be obscure glass or placed higher up in the structure so as to obscure the view onto Seller's adjacent property by occupants of the Property.
 - d. The staircase will be enclosed or inside the building.

These restrictions would be superseded to the extent necessary to respond to any express conditions or requirements imposed by governmental agencies including Marin County and Caltrans. Buyer is not aware of any specific governmental restrictions that now exist or may be imposed that would conflict with the above four items other than the fact that the County may want to see a portion of the rear of the lot used for parking and/or a lane for turnaround for fire trucks. Prior to the Close of Escrow, Buyer will advise Seller if additional restrictions are requested by governmental agencies that conflict with the above four items, and will seek Seller's input to resolve the same.

Any inconsistencies between the terms and conditions stated in this Addendum and those contained in the Vacant Land Purchase Agreement and Joint Escrow Instructions shall be resolved in favor of this Addendum.

Buyer:

Muir Beach Community Services District

By: _____

Dated: _____

Its: _____

Seller:

Rauh Family Trust

By: _____

Dated: _____

Its: _____

Muir Beach Community Services District
Balance Sheet
As of May 31, 2011

Accrual Basis

| | <u>May 31, 11</u> |
|--|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| First National Bank | 240,234 |
| Smith Barney | 198,152 |
| County Fund 73800 | 968 |
| Total Checking/Savings | 439,354 |
| Accounts Receivable | |
| Receivables | 19,157 |
| Undisbursed Receipts at County | 1,264 |
| Total Accounts Receivable | 20,421 |
| Other Current Assets | |
| Deposits | 1,548 |
| Undeposited Funds | 1,305 |
| Total Other Current Assets | 2,853 |
| Total Current Assets | 462,628 |
| Fixed Assets | |
| Water System | 1,057,511 |
| Building | 256,505 |
| Fire Truck-cost | 92,204 |
| Land | 74,673 |
| Equipment | 45,678 |
| Roads & Easements | 27,854 |
| Fire Station | 15,929 |
| Total Fixed Assets | 1,570,355 |
| TOTAL ASSETS | <u>2,032,983</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Water Security Deposits | 11,700 |
| Payroll Payable | 1,602 |
| Rental Security Deposits | 1,000 |
| Workers Comp Payable | 12 |
| Total Other Current Liabilities | 14,314 |
| Accounts Payable | |
| Accounts Payable | 6,775 |
| Total Accounts Payable | 6,775 |
| Credit Cards | |
| Chase VISA 5153 | 146 |
| Total Credit Cards | 146 |
| Total Current Liabilities | 21,235 |
| Total Liabilities | 21,235 |
| Equity | |
| Proprietary (Water) Fund | 1,037,917 |
| Governmental Funds | 973,830 |
| Retained Earnings | 0 |
| Net Income | (0) |
| Total Equity | 2,011,748 |
| TOTAL LIABILITIES & EQUITY | <u>2,032,983</u> |

**Muir Beach Community Services District
Statement of Revenues and Expenditures - Water Operations**

Accrual Basis

October 2010 through May 2011

| | <u>TOTAL</u> |
|--------------------------|--------------|
| Ordinary Income/Expense | |
| Income | |
| Water Operations Income | 48,703 |
| Total Income | 48,703 |
| Expense | |
| Payroll Expenses | 20,269 |
| Water Enterprise | 9,261 |
| Utilities | 4,754 |
| Accounting & Bookkeeping | 4,378 |
| Vehicle Expense | 750 |
| Misc Operating Expenses | 711 |
| Dues & Memberships | 657 |
| Office Expense | 135 |
| Licenses, Permits & Fees | 113 |
| Total Expense | 41,028 |
| Net Ordinary Income | 7,674 |
| Net Income | <u>7,674</u> |

**Muir Beach Community Services District
Statement of Revenues and Expenditures - Gov't Dept**

Accrual Basis

October 2010 through May 2011

| | <u>TOTAL</u> | |
|--------------------------------|----------------|---------------------------|
| Ordinary Income/Expense | | |
| Income | | |
| Tax Revenues | 137,793 | |
| Grant Revenues | 64,322 | (Firemans Fund for Truck) |
| Donations | 44,606 | |
| Recreational Activities Income | 3,318 | |
| Interest Income | 312 | |
| Other Income | 75 | |
| Total Income | 250,424 | |
| Expense | | |
| Payroll Expenses | 23,190 | |
| Employee Health Ins | 8,907 | |
| Repair & Maint (non-water) | 4,697 | |
| Fire Dept. Supplies & Exps | 4,191 | |
| Utilities | 3,016 | |
| Licenses, Permits & Fees | 2,004 | |
| Insurance - Prop and Liab | 1,572 | |
| Accounting & Bookkeeping | 1,325 | |
| Community Classes & Functions | 706 | |
| Supplies (non-water) | 623 | |
| Misc Operating Expenses | 239 | |
| Office Expense | 91 | |
| Vehicle Expense | 56 | |
| Interest Expense | 14 | |
| Total Expense | 50,633 | |
| Net Ordinary Income | 199,791 | |
| Net Income | <u>199,791</u> | |

6:15 PM

07/09/11

Accrual Basis

Muir Beach CSD
Expenditures excl Payroll & Cap Assets
October 2010 through May 2011

| Date | Name | Memo | Amount |
|--|------------------------------|--|----------|
| Accounting & Bookkeeping | | | |
| 12/21/2010 | Slade, Claire | Bookkeeping | 537.50 |
| 12/21/2010 | Slade, Claire | Bookkeeping | 475.00 |
| 2/1/2011 | Slade, Claire | Bookkeeping | 583.00 |
| 3/2/2011 | Slade, Claire | Bookkeeping | 845.50 |
| 4/12/2011 | Slade, Claire | Bookkeeping | 949.00 |
| 4/30/2011 | Slade, Claire | Bookkeeping | 858.00 |
| 11/10/2010 | Mullin, Sharon | Bookkeeping - Gov't | 1,324.50 |
| 11/10/2010 | Mullin, Sharon | Bookkeeping - Water | 130.00 |
| Total Accounting & Bookkeeping | | | 5,702.50 |
| Community Classes & Functions | | | |
| Bistro Expenses | | | |
| 1/1/2011 | Richmond, Lonna {v} | Bistro annual fee | 1,200.00 |
| Total Bistro Expenses | | | 1,200.00 |
| Event Costs | | | |
| 11/10/2010 | Simmons, Toni | Stefanos | 188.83 |
| 12/30/2010 | Pearlman, Harvey - V | Day of the Dead (Band/Floweres/Shadow Boxes) | 242.00 |
| 12/30/2010 | Pearlman, Harvey - V | Day of the Dead | 30.53 |
| 12/31/2010 | Pearlman, Harvey - V | Day of the Dead | 12.00 |
| 12/31/2010 | Pearlman, Harvey - V | Day of the Dead | 233.10 |
| Total Event Costs | | | 706.46 |
| Total Community Classes & Functions | | | 1,906.46 |
| Dues & Memberships | | | |
| 4/27/2011 | Pearlman, Harvey - V | Distribution Operator Cert. Renewel | 55.00 |
| 5/18/2011 | California Rural Water Assn. | Annual membership; 2100508 | 289.00 |
| 12/6/2010 | American Waterworks | Water Standards | 82.00 |
| 4/15/2011 | American Waterworks | Annual Membership | 231.00 |
| Total Dues & Memberships | | | 657.00 |
| Employee Health Ins | | | |
| Hills Health Ins | | | |
| 10/20/2010 | CalPers | 532.56 + admin; Kaiser 1 member | 534.85 |
| 11/20/2010 | CalPers | 532.56 + admin; Kaiser 1 member | 532.92 |
| 12/15/2010 | CalPers | 508.74 + admin; PersChoice 1 member | 565.48 |
| 1/15/2011 | CalPers | 563.40 + admin; PersChoice 1 member | 565.48 |
| 2/15/2011 | CalPers | Emp'ee health; Empr Code 7467 | 565.48 |
| 4/15/2011 | CalPers | Emp'ee health; Empr Code 7467 | 565.48 |
| 4/15/2011 | CalPers | Emp'ee health; Empr Code 7467 | 565.48 |
| 5/20/2011 | CalPers | 508.74 + admin; PersChoice 1 member | 565.48 |
| Total Hills Health Ins | | | 4,460.65 |
| Pearlman Health Ins | | | |
| 10/20/2010 | CalPers | 508.74 + admin; PersChoice 1 member | 510.93 |
| 11/20/2010 | CalPers | 508.74 + admin; PersChoice 1 member | 509.09 |
| 12/15/2010 | CalPers | 532.56 + admin; Kaiser 1 member | 571.10 |
| 1/15/2011 | CalPers | 568.99 + admin; Kaiser 1 member | 571.10 |
| 2/15/2011 | CalPers | 532.56 + admin; Kaiser 1 member | 571.10 |
| 4/15/2011 | CalPers | 532.56 + admin; Kaiser 1 member | 571.10 |
| 4/15/2011 | CalPers | Emp'ee health; Empr Code 7467 | 571.10 |
| 5/20/2011 | CalPers | 532.56 + admin; Kaiser 1 member | 571.10 |
| Total Pearlman Health Ins | | | 4,446.62 |
| Total Employee Health Ins | | | 8,907.27 |
| Fire Dept. Supplies & Exps | | | |
| Fire Department Reimbursement | | | |
| 1/31/2011 | Groneman, Graham <v> | Reimbursements for Fire Truck Outfitting | 4,190.72 |
| Total Fire Department Reimbursement | | | 4,190.72 |
| Total Fire Dept. Supplies & Exps | | | 4,190.72 |
| Insurance - Prop and Liab | | | |
| 10/6/2010 | VFIS | Fire Dept | -226.00 |
| 5/12/2011 | VFIS | Fire Dept / C36214; TR 2056080-04 | 3,100.00 |

6:15 PM

07/09/11

Accrual Basis

Muir Beach CSD
Expenditures excl Payroll & Cap Assets
October 2010 through May 2011

| Date | Name | Memo | Amount |
|--|--------------------------------------|---------------------------------------|-----------|
| 5/12/2011 | VFIS | Fire Dept / C36214; CU-5058300-01 | 1,750.00 |
| 10/20/2010 | Glatfelter Public Practice | Reductions in Prop Coverage | -3,282.00 |
| 1/10/2011 | Glatfelter Public Practice | Prop and Liability | 230.00 |
| Total Insurance - Prop and Liab | | | 1,572.00 |
| Interest Expense | | | |
| 11/20/2010 | CalPers | Emp'ee health; Empr Code 7467 | 1.37 |
| 2/15/2011 | CalPers | Emp'ee health; Empr Code 7467 | 1.57 |
| 1/15/2011 | CalPers | Emp'ee health; Empr Code 7467 | 9.97 |
| 5/20/2011 | CalPers | Emp'ee health; Empr Code 7467 | 1.50 |
| Total Interest Expense | | | 14.41 |
| Landscaping (Water) | | | |
| 10/25/2010 | Vista Landscape | Upper Tank (Capital Improvement Fund) | 2,330.00 |
| Total Landscaping (Water) | | | 2,330.00 |
| Legal & Professional Consulting | | | |
| 2/7/2011 | Meridian Surveying Engineering, Inc. | As-built Topo Upper Tank | 1,500.00 |
| Total Consulting | | | 1,500.00 |
| Total Legal & Professional | | | 1,500.00 |
| Licenses, Permits & Fees | | | |
| 12/6/2010 | State Board of Equalization | Water rights determination; 094-12736 | 101.22 |
| 4/15/2011 | State Board of Equalization | 094-12736 | 11.30 |
| 4/12/2011 | Mill Valley Chamber of Commerce | Parking Sticker for Bookkeeper | 60.00 |
| 12/15/2010 | Marin County Treasurer | County Administration Fees | 699.50 |
| 12/15/2010 | Marin County Treasurer | County Administration Fees | 241.50 |
| 4/15/2011 | Marin County Treasurer | County Administration Fees | 699.50 |
| 4/15/2011 | Marin County Treasurer | County Administration Fees | 280.50 |
| 12/31/2010 | DMV Renewal | Trailer/Splitter | 23.00 |
| Total Licenses, Permits & Fees | | | 2,116.52 |
| Misc Operating Expenses | | | |
| Meeting Expense | | | |
| 10/13/2010 | Mill Valley Market | Meeting Snacks | 17.55 |
| Total Meeting Expense | | | 17.55 |
| Bank & Merchant Fees | | | |
| 1/24/2011 | Smith Barney Citigroup | | 25.00 |
| 5/25/2011 | Smith Barney Citigroup | annual fee | 150.00 |
| 4/8/2011 | Innovative Merch. | | 21.95 |
| 1/31/2011 | First National Bank | | 10.00 |
| 2/28/2011 | First National Bank | | 10.00 |
| 3/31/2011 | First National Bank | | 10.00 |
| 3/31/2011 | First National Bank | Deposit | -50.98 |
| 4/29/2011 | | Service Charge | 10.00 |
| 5/31/2011 | | Service Charge | 10.00 |
| 10/31/2010 | | Fee ID=72102823 | 9.95 |
| 10/31/2010 | | Fee ID=72102822 | 15.88 |
| 1/31/2011 | | Fee ID=77292091 | 18.34 |
| 1/31/2011 | | Fee ID=77292090 | 0.54 |
| 1/31/2011 | | Fee ID=77292092 | 9.95 |
| 12/31/2010 | | Fee ID=75537931 | 9.95 |
| 4/30/2011 | | Fee ID=82869053 | 88.27 |
| 12/31/2010 | | Fee ID=75537930 | 86.73 |
| 2/28/2011 | | Fee ID=79040903 | 60.52 |
| 4/8/2011 | | Fee ID=81620941 | 81.71 |
| 4/30/2011 | | Fee ID=82869054 | 9.95 |
| 2/28/2011 | | Fee ID=79040904 | 9.95 |
| 3/10/2011 | | Fee ID=79748368 | 6.83 |
| 5/31/2011 | | Fee ID=84822746 | 0.81 |
| 3/9/2011 | | Fee ID=79696323 | 1.21 |
| 3/8/2011 | | Fee ID=79651596 | 10.49 |
| 5/31/2011 | | Fee ID=84822747 | 14.78 |
| 5/31/2011 | | Fee ID=84822748 | 9.95 |
| 3/31/2011 | | Fee ID=81006123 | 15.90 |

6:15 PM

07/09/11

Accrual Basis

Muir Beach CSD
Expenditures excl Payroll & Cap Assets
October 2010 through May 2011

| Date | Name | Memo | Amount |
|-------------------------------|-----------------------------------|--------------------------------|----------|
| 12/10/2010 | | Fee ID=74492074 | 120.29 |
| 3/31/2011 | | Fee ID=81006124 | 9.95 |
| 1/7/2011 | | Fee ID=76070557 | 1.12 |
| 5/4/2011 | | Fee ID=83337407 | 4.41 |
| 2/6/2011 | | Fee ID=77764825 | 80.50 |
| 4/17/2011 | | Fee ID=81995555 | 7.92 |
| 4/10/2011 | | Fee ID=81675788 | 15.77 |
| 10/31/2010 | | Fee ID=72102821 | 4.12 |
| 12/19/2010 | | Fee ID=74830971 | 1.59 |
| 11/30/2010 | | Fee ID=73822786 | 20.00 |
| 11/30/2010 | | Fee ID=73822787 | 9.95 |
| 4/30/2011 | | reconciliation difference | -0.01 |
| 5/12/2011 | | To correct deposit discrepancy | -0.20 |
| Total Bank & Merchant Fees | | | 933.09 |
| Total Misc Operating Expenses | | | 950.64 |
| Office Expense | | | |
| Office Supply | | | |
| 3/2/2011 | Slade, Claire | Office Supplies | 47.80 |
| 4/12/2011 | Slade, Claire | Office Supplies | 15.63 |
| Total Office Supply | | | 63.43 |
| Postage & Delivery | | | |
| 2/1/2011 | Slade, Claire | Postage | 27.72 |
| 4/30/2011 | Slade, Claire | Postage | 88.00 |
| 11/10/2010 | Hills, Leighton - DMgr | Postage | 47.40 |
| Total Postage & Delivery | | | 163.12 |
| Total Office Expense | | | 226.55 |
| Payroll Expenses | | | |
| Payroll Service | | | |
| 10/22/2010 | Paychex, Inc. | Payroll Processing Service | 81.74 |
| 11/5/2010 | Paychex, Inc. | Payroll Processing Service | 81.74 |
| 11/3/2010 | Paychex, Inc. | Payroll Processing Service | 86.61 |
| 11/26/2010 | Paychex, Inc. | Payroll Processing Service | 81.74 |
| 12/17/2010 | Paychex, Inc. | Payroll Processing Service | 81.74 |
| 1/3/2011 | Paychex, Inc. | Payroll Processing Service | 135.74 |
| 1/14/2011 | Paychex, Inc. | Payroll Processing Service | 165.24 |
| 2/25/2011 | Paychex, Inc. | Payroll Processing Service | 85.94 |
| 4/8/2011 | Paychex, Inc. | Payroll Processing Service | 95.44 |
| 4/11/2011 | Paychex, Inc. | Payroll Processing Service | 39.00 |
| 4/21/2011 | Paychex, Inc. | Payroll Processing Service | 77.11 |
| 5/20/2011 | Paychex, Inc. | Payroll Processing Service | 81.18 |
| 5/6/2011 | Paychex, Inc. | Payroll Processing Service | 86.04 |
| Total Payroll Service | | | 1,179.26 |
| Workers Comp | | | |
| 10/5/2010 | State Compensation Insurance Fund | Workers Comp Insurance | 69.71 |
| 10/5/2010 | State Compensation Insurance Fund | Workers Comp Insurance | 39.88 |
| 10/5/2010 | State Compensation Insurance Fund | Workers Comp Insurance | 49.84 |
| 10/5/2010 | State Compensation Insurance Fund | Workers Comp Insurance | 29.91 |
| 10/5/2010 | State Compensation Insurance Fund | Workers Comp Insurance | 49.87 |
| 10/5/2010 | State Compensation Insurance Fund | Workers Comp Insurance | 78.08 |
| 10/5/2010 | State Compensation Insurance Fund | Workers Comp Insurance | 244.20 |
| 11/5/2010 | State Compensation Insurance Fund | Workers Comp Insurance | 69.71 |
| 11/5/2010 | State Compensation Insurance Fund | Workers Comp Insurance | 34.40 |
| 12/5/2010 | State Compensation Insurance Fund | Workers Comp Insurance | 23.24 |
| 12/5/2010 | State Compensation Insurance Fund | Workers Comp Insurance | 13.28 |
| 1/5/2011 | State Compensation Insurance Fund | Workers Comp Insurance | 54.22 |
| 1/5/2011 | State Compensation Insurance Fund | Workers Comp Insurance | 40.38 |
| 2/5/2011 | State Compensation Insurance Fund | Workers Comp Insurance | 35.95 |
| 2/5/2011 | State Compensation Insurance Fund | Workers Comp Insurance | 22.99 |
| 3/10/2011 | State Compensation Insurance Fund | Workers Comp Insurance | 45.37 |
| 3/5/2011 | State Compensation Insurance Fund | Workers Comp Insurance | 35.95 |
| 5/5/2011 | State Compensation Insurance Fund | Workers Comp Insurance | 53.93 |
| 11/5/2010 | State Compensation Insurance Fund | Workers Comp Insurance | 99.68 |

6:15 PM

07/09/11

Accrual Basis

Muir Beach CSD
Expenditures excl Payroll & Cap Assets
October 2010 through May 2011

| Date | Name | Memo | Amount |
|---------------------------------------|-----------------------------------|---|----------|
| 11/5/2010 | State Compensation Insurance Fund | Workers Comp Insurance | 541.17 |
| 12/5/2010 | State Compensation Insurance Fund | Workers Comp Insurance | 31.11 |
| 12/5/2010 | State Compensation Insurance Fund | Workers Comp Insurance | 107.09 |
| 1/5/2011 | State Compensation Insurance Fund | Workers Comp Insurance | 87.93 |
| 1/5/2011 | State Compensation Insurance Fund | Workers Comp Insurance | 278.98 |
| 2/5/2011 | State Compensation Insurance Fund | Workers Comp Insurance | 94.35 |
| 2/5/2011 | State Compensation Insurance Fund | Workers Comp Insurance | 141.92 |
| 3/5/2011 | State Compensation Insurance Fund | Workers Comp Insurance | 47.18 |
| 3/5/2011 | State Compensation Insurance Fund | Workers Comp Insurance | 67.94 |
| 3/5/2011 | State Compensation Insurance Fund | Workers Comp Insurance | 138.46 |
| 5/5/2011 | State Compensation Insurance Fund | Workers Comp Insurance | 25.22 |
| 5/5/2011 | State Compensation Insurance Fund | Workers Comp Insurance | 56.17 |
| 5/5/2011 | State Compensation Insurance Fund | Workers Comp Insurance | 304.41 |
| Total Workers Comp | | | 3,012.52 |
| Total Payroll Expenses | | | 4,191.78 |
| Phone Book Costs | | | |
| 12/21/2010 | Linda Gibbs | Printing for New Directory | 1,120.44 |
| 1/3/2011 | Dee Turman | MB Directory Graphic Work | 440.00 |
| Total Phone Book Costs | | | 1,560.44 |
| Repair & Maint (non-water) | | | |
| 4/14/2011 | Vista Landscape | Landscaping Repairs at Upper Tank | 871.80 |
| 11/13/2010 | Van Amburgh, Laura | Paint for CC Kitchen | 82.82 |
| 4/11/2011 | United Site Services, Inc. | Portable Restroom - Pumphouse | 33.00 |
| 1/25/2011 | Shamrock Materials | Roads and Maintenance | 40.90 |
| 11/23/2010 | Moore, Anthony R. | Stove Installation and Cabinet Redesign | 3,758.53 |
| 11/22/2010 | Martin Bros. Supply | Gravel and Misc | 12.97 |
| 11/10/2010 | Home Depot | General Hardware | 225.48 |
| 12/18/2010 | Home Depot | General Hardware | 71.18 |
| 12/10/2010 | Home Depot | General Hardware | 39.39 |
| 12/29/2010 | Home Depot | General Hardware | 294.52 |
| 1/22/2011 | Home Depot | General Hardware | 26.21 |
| 11/1/2010 | Goodman Building Supply | General Hardware | 33.47 |
| 10/31/2010 | Goodman Building Supply | General Hardware | 3.68 |
| 11/11/2010 | Goodman Building Supply | General Hardware | 7.62 |
| 11/21/2010 | Goodman Building Supply | General Hardware | 36.99 |
| 12/31/2010 | Goodman Building Supply | General Hardware | 30.50 |
| Total Repair & Maint (non-water) | | | 5,569.06 |
| Supplies (non-water) | | | |
| 1/18/2011 | Tuesday Morning | CC Supplies | 10.86 |
| 11/3/2010 | Smart n Final | Comm Ctr Supplies | 24.07 |
| 12/10/2010 | Smart n Final | Comm Ctr Supplies | 49.79 |
| 3/21/2011 | Smart n Final | Comm Ctr Supplies | 51.40 |
| 5/13/2011 | Smart n Final | Comm Ctr Supplies | 27.35 |
| 5/19/2011 | Pearlman, Harvey - V | Patio heater, paper towels for CC | 238.68 |
| 11/3/2010 | Paper Source | Supplies | 21.75 |
| 4/25/2011 | Home Depot | General Hardware | 71.18 |
| 11/10/2010 | Harvey Pearlman | CC Supplies | 101.65 |
| 1/13/2011 | Florist Billing | Flowers for new baby - Hobson | 122.43 |
| 1/13/2011 | Florist Billing | Flowers for new baby - Hobson - not delivered | -123.66 |
| 11/5/2010 | Cash & Carry | Comm Center Supplies | 10.93 |
| 1/12/2011 | Armor Locksmith Services | Lock for Comm Ctr | 16.45 |
| Total Supplies (non-water) | | | 622.88 |
| Vehicle Expense | | | |
| 10/31/2010 | Pearlman, Harvey - V | mileage allowance | 0.00 |
| 3/2/2011 | Pearlman, Harvey - V | 2 months mileage allowance | 300.00 |
| 4/27/2011 | Pearlman, Harvey - V | Mar/Apr Mileage | 300.00 |
| 5/31/2011 | Pearlman, Harvey - V | mileage allowance | 150.00 |
| 10/23/2010 | Grand Gas | Gasoline - Harvey | 56.10 |
| Total Vehicle Expense | | | 806.10 |
| Utilities | | | |
| Electric | | | |
| 10/16/2010 | SMITH, Brent (1104) | Credit for electricity usage | 8.00 |

6:15 PM

07/09/11

Accrual Basis

Muir Beach CSD
Expenditures excl Payroll & Cap Assets
October 2010 through May 2011

| Date | Name | Memo | Amount |
|-----------------------|----------------------------------|---|----------|
| 11/16/2010 | SMITH, Brent (1104) | Credit for electricity usage | 8.00 |
| 12/16/2010 | SMITH, Brent (1104) | Credit for electricity usage | 8.00 |
| 1/16/2011 | SMITH, Brent (1104) | Credit for electricity usage | 8.00 |
| 2/16/2011 | SMITH, Brent (1104) | Credit for electricity usage | 8.00 |
| 3/16/2011 | SMITH, Brent (1104) | Credit for electricity usage | 8.00 |
| 4/16/2011 | SMITH, Brent (1104) | Credit for electricity usage | 8.00 |
| 5/16/2011 | SMITH, Brent (1104) | Credit for electricity usage at Upper Tank | 8.00 |
| 10/28/2010 | PG&E Pumping from Wells 745-7 | Electric - Pumping fr Well to Lower Tank | 456.43 |
| 11/30/2010 | PG&E Pumping from Wells 745-7 | Electric - Pumping fr Well to Lower Tank | 330.98 |
| 12/29/2010 | PG&E Pumping from Wells 745-7 | Electric - Pumping fr Well to Lower Tank | 300.40 |
| 1/27/2011 | PG&E Pumping from Wells 745-7 | Electric - Pumping fr Well to Lower Tank | 105.84 |
| 2/28/2011 | PG&E Pumping from Wells 745-7 | Electric - Pumping fr Well to Lower Tank | 260.90 |
| 3/31/2011 | PG&E Pumping from Wells 745-7 | Electric - Pumping fr Well to Lower Tank | 255.75 |
| 4/29/2011 | PG&E Pumping from Wells 745-7 | Electric - Pumping fr Well to Lower Tank | 259.19 |
| 5/27/2011 | PG&E Pumping from Wells 745-7 | Electric - Pumping fr Well to Lower Tank | 321.39 |
| 10/28/2010 | PG&E Pumping at Lower Tank 623-9 | Electric - Pumping from Lower Tank to Upper Tanks | 203.86 |
| 11/30/2010 | PG&E Pumping at Lower Tank 623-9 | Electric - Pumping from Lower Tank to Upper Tanks | 114.86 |
| 12/29/2010 | PG&E Pumping at Lower Tank 623-9 | Electric - Pumping from Lower Tank to Upper Tanks | 122.62 |
| 1/27/2011 | PG&E Pumping at Lower Tank 623-9 | Electric - Pumping from Lower Tank to Upper Tanks | 158.66 |
| 2/28/2011 | PG&E Pumping at Lower Tank 623-9 | Electric - Pumping from Lower Tank to Upper Tanks | 204.28 |
| 3/31/2011 | PG&E Pumping at Lower Tank 623-9 | Electric - Pumping from Lower Tank to Upper Tanks | 207.98 |
| 5/27/2011 | PG&E Pumping at Lower Tank 623-9 | Electric - Pumping from Lower Tank to Upper Tanks | 189.10 |
| 4/29/2011 | PG&E Pumping at Lower Tank 623-9 | Electric - Pumping from Lower Tank to Upper Tanks | 192.08 |
| 10/28/2010 | PG&E at Comm Ctr 019-6 | Community Center Elec (Net of Solar) | 68.58 |
| 11/30/2010 | PG&E at Comm Ctr 019-6 | Community Center Elec (Net of Solar) | 106.02 |
| 12/29/2010 | PG&E at Comm Ctr 019-6 | Community Center Elec (Net of Solar) | 136.12 |
| 1/27/2011 | PG&E at Comm Ctr 019-6 | Community Center Elec (Net of Solar) | 85.49 |
| 2/28/2011 | PG&E at Comm Ctr 019-6 | Community Center Elec (Net of Solar) | 59.09 |
| 3/31/2011 | PG&E at Comm Ctr 019-6 | Community Center Elec (Net of Solar) | 71.24 |
| 4/29/2011 | PG&E at Comm Ctr 019-6 | Community Center Elec (Net of Solar) | 47.92 |
| 5/27/2011 | PG&E at Comm Ctr 019-6 | Community Center Elec (Net of Solar) | 54.10 |
| Total Electric | | | 4,376.88 |
| Propane | | | |
| 11/30/2010 | McPhail's | propane for CC | 265.91 |
| 1/3/2011 | McPhail's | propane for CC | 4.05 |
| 12/3/2010 | Chevron | propane for CC | 17.83 |
| 12/18/2010 | Chevron | propane for CC | 37.35 |
| 12/28/2010 | Chevron | propane for CC | 25.67 |
| Total Propane | | | 350.81 |
| Refuse Service | | | |
| 10/1/2010 | Redwood Empire Disposal | Refuse; WMD-1180783 | 157.02 |
| 1/1/2011 | Redwood Empire Disposal | Refuse; WMD-1180783 | 185.82 |
| 4/15/2011 | Redwood Empire Disposal | Refuse Com Ctr; WMD-1180783 | 174.30 |
| Total Refuse Service | | | 517.14 |
| Telephone | | | |
| 10/2/2010 | Maxemail | Voicemail Service | 20.85 |
| 11/2/2010 | Maxemail | Voicemail Service | 20.85 |
| 12/2/2010 | Maxemail | Voicemail Service | 20.85 |
| 1/2/2011 | Maxemail | Voicemail Service | 20.85 |
| 2/2/2011 | Maxemail | Voicemail Service | 20.85 |
| 3/2/2011 | Maxemail | Voicemail Service | 20.85 |
| 4/2/2011 | Maxemail | Voicemail Service | 20.85 |
| 5/2/2011 | Maxemail | Voicemail Service | 20.85 |
| 10/2/2010 | AT&T Mobility | Harvey's cell phone | 32.55 |
| 11/26/2010 | AT&T Mobility | Harvey's cell phone | 32.55 |
| 12/22/2010 | AT&T Mobility | Harvey's cell phone | 33.72 |
| 1/24/2011 | AT&T Mobility | Harvey's cell phone | 34.38 |
| 2/24/2011 | AT&T Mobility | Harvey's cell phone | 33.58 |
| 3/24/2011 | AT&T Mobility | Harvey's cell phone | 32.98 |
| 4/25/2011 | AT&T Mobility | Harvey's cell phone | 32.92 |
| 5/2/2011 | AT&T Mobility | Harvey's cell phone | 32.46 |
| 10/26/2010 | AT&T | 415 380-9627 | 44.68 |
| 10/26/2010 | AT&T | 415 381-2614 | 93.14 |
| 10/26/2010 | AT&T | 415 388-7804 | 108.10 |
| 10/26/2010 | AT&T | summary billing services | 5.91 |

6:15 PM

07/09/11

Accrual Basis

Muir Beach CSD
Expenditures excl Payroll & Cap Assets
October 2010 through May 2011

| Date | Name | Memo | Amount |
|----------------------------|---------------------------------------|-------------------------------|----------|
| 12/21/2010 | AT&T | 415 381-2624 | 93.35 |
| 12/21/2010 | AT&T | 415 380-9627 | 44.75 |
| 12/21/2010 | AT&T | 415 388-7804 | 113.71 |
| 12/21/2010 | AT&T | summary billing services | 5.91 |
| 1/20/2011 | AT&T | 415-380-9627 | 50.60 |
| 1/20/2011 | AT&T | 415-381-2614 | 93.28 |
| 1/20/2011 | AT&T | 415-388-7804 | 132.40 |
| 1/20/2011 | AT&T | summary billing services | 5.90 |
| 2/18/2011 | AT&T | 415-380-9627 | 47.07 |
| 2/18/2011 | AT&T | 415-381-2614 | 93.91 |
| 2/18/2011 | AT&T | 415-388-7804 | 115.94 |
| 2/18/2011 | AT&T | summary billing services | 5.74 |
| 3/22/2011 | AT&T | 415-380-9627 | 46.94 |
| 3/22/2011 | AT&T | 415-381-2614 | 91.92 |
| 3/22/2011 | AT&T | 415-388-7804 | 115.63 |
| 3/22/2011 | AT&T | summary billing services | 5.74 |
| 4/19/2011 | AT&T | 415-380-9627 | 46.94 |
| 4/19/2011 | AT&T | 415-381-2614 | 91.90 |
| 4/19/2011 | AT&T | 415-388-7804 | 115.01 |
| 4/19/2011 | AT&T | summary billing services | 5.74 |
| 5/26/2011 | AT&T | 415 380-9627 | 47.29 |
| 5/26/2011 | AT&T | 415 381-2614 | 91.67 |
| 5/26/2011 | AT&T | 415 388-7804 | 114.78 |
| 5/26/2011 | AT&T | summary billing services | 5.73 |
| 4/26/2011 | AT&T | 415 380-9627 | 46.87 |
| 4/26/2011 | AT&T | 415 381-2614 | 91.69 |
| 4/26/2011 | AT&T | 415 388-7804 | 116.02 |
| 4/26/2011 | AT&T | summary billing services | 5.74 |
| Total Telephone | | | 2,525.94 |
| Total Utilities | | | 7,770.77 |
| Water Enterprise | | | |
| Water Dept. Expense | | | |
| 10/17/2010 | Sloat Garden Center | Landscaping Materials | 49.02 |
| 12/31/2010 | Pearlman, Harvey - V | Water Supplies | 109.23 |
| 1/12/2011 | Pace Supply Corp. | Plumbing Supplies | 387.19 |
| 1/25/2011 | Pace Supply Corp. | Plumbing Supplies | 135.93 |
| 1/25/2011 | Pace Supply Corp. | Plumbing Supplies | -15.94 |
| 4/6/2011 | Pace Supply Corp. | Plumbing Supplies | 266.42 |
| 4/5/2011 | Pace Supply Corp. | Plumbing Supplies | 57.17 |
| 10/18/2010 | Office Depot | office supply | 174.08 |
| 11/26/2010 | Office Depot | office supply | 13.13 |
| 5/13/2011 | Misc Vendor | Rubenstein San Rafael | 11.86 |
| 1/1/2011 | Martin Bros. Supply | Gravel and Misc | 12.89 |
| 5/2/2011 | Longs Drug Stores | Distilled Water | 5.44 |
| 1/23/2011 | Leak Detection Pros Inc. | Leak Detection Ahab & Char Wy | 683.09 |
| 2/8/2011 | Home Depot | General Hardware | 10.89 |
| 10/25/2010 | Goodman Building Supply | General Hardware | 45.64 |
| 2/10/2011 | Goodman Building Supply | General Hardware | 6.52 |
| 4/4/2011 | Goodman Building Supply | General Hardware | -1.19 |
| 4/4/2011 | Goodman Building Supply | General Hardware | 32.29 |
| 4/13/2011 | Goodman Building Supply | General Hardware | 13.72 |
| 5/13/2011 | Goodman Building Supply | General Hardware | -9.31 |
| 5/11/2011 | Goodman Building Supply | General Hardware | 18.62 |
| 4/29/2011 | Forster Pump & Engineering, Inc. | Well pump starter repairs | 270.00 |
| Total Water Dept. Expense | | | 2,276.69 |
| Water Testing | | | |
| 11/1/2010 | Marin County Public Health Laboratory | Lab Tests | 45.00 |
| 1/12/2011 | Marin County Public Health Laboratory | Lab Tests | 105.00 |
| 2/11/2011 | Marin County Public Health Laboratory | Lab Tests | 45.00 |
| 2/22/2011 | Marin County Public Health Laboratory | Lab Tests | 45.00 |
| 3/30/2011 | Marin County Public Health Laboratory | Lab Tests | 60.00 |
| 10/8/2010 | Brelje and Race Laboratories, Inc. | Lab Tests | 32.00 |
| 1/3/2011 | Brelje and Race Laboratories, Inc. | Lab Tests | 32.00 |
| 3/15/2011 | Brelje and Race Laboratories, Inc. | Lab Tests | 32.00 |

6:15 PM

07/09/11

Accrual Basis

Muir Beach CSD
Expenditures excl Payroll & Cap Assets
October 2010 through May 2011

| <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Amount</u> |
|------------------------|---------------------|-------------------------------------|------------------|
| Total Water Testing | | | 396.00 |
| Water Treatment | | | |
| 10/13/2010 | Herb's Pool Service | Chlorine | 78.84 |
| 12/13/2010 | Herb's Pool Service | Chlorine | 109.23 |
| 2/8/2011 | Herb's Pool Service | Chlorine | 87.33 |
| 3/16/2011 | Herb's Pool Service | Chlorine | 87.33 |
| 12/23/2010 | Brenntag Pacific | Sodium Silicate for Water Treatment | 2,484.08 |
| 3/11/2011 | Brenntag Pacific | Sodium Silicate for Water Treatment | 3,716.75 |
| 3/10/2011 | Brenntag Pacific | Silicate Container Charge | 25.00 |
| Total Water Treatment | | | 6,588.56 |
| Total Water Enterprise | | | 9,261.25 |
| TOTAL | | | 59,856.35 |

Payroll Expenditures October 2010 - May 2011

Wages per timesheets

| Period ended | Rate (x Benefits) | 4-Oct | 17-Oct | 31-Oct | 14-Nov | 28-Nov | 12-Dec | 26-Dec | 9-Jan | 23-Jan | 6-Feb | 20-Feb | 6-Mar | 20-Mar | 3-Apr | 17-Apr | 1-May | 15-May | 29-May | Total |
|--------------------|-------------------|--------|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|----------|--------|--------|----------|--------|--------|--------|------------------|
| Alcala, Jose | \$20/hr | 0.00 | 2,070.00 | 520.00 | 220.00 | 0.00 | 370.00 | 340.00 | 340.00 | 540.00 | 620.00 | 100.00 | 1,260.00 | 340.00 | 270.00 | 510.00 | 180.00 | 0.00 | 0.00 | 7,680.00 |
| Gonzalez, Juanita | \$15/hr | 180.00 | 180.00 | 180.00 | 180.00 | 180.00 | 180.00 | 240.00 | 480.00 | 0.00 | 0.00 | 480.00 | 0.00 | 0.00 | 480.00 | 240.00 | 240.00 | 240.00 | 240.00 | 3,720.00 |
| Gonzalez, Salvador | \$17/hr | 272.00 | 272.00 | 408.00 | 272.00 | 272.00 | 306.00 | 272.00 | 272.00 | 272.00 | 272.00 | 272.00 | 0.00 | 272.00 | 272.00 | 272.00 | 323.00 | 272.00 | 272.00 | 4,845.00 |
| Hills, Leighton | \$24,000/yr | 923.08 | 923.08 | 923.08 | 923.08 | 923.08 | 923.08 | 923.08 | 923.08 | 923.08 | 923.08 | 923.08 | 923.08 | 923.08 | 923.08 | 923.08 | 923.08 | 923.08 | 923.08 | 16,615.44 |
| Pearman, Harvey | \$25/hr | 925.00 | 925.00 | 925.00 | 0.00 | 925.00 | 925.00 | 862.50 | 787.50 | 750.00 | 712.50 | 587.50 | 762.50 | 337.50 | 325.00 | 1,050.00 | 750.00 | 650.00 | 862.50 | <u>13,062.50</u> |
| | | | | | | | | | | | | | | | | | | | | 45,922.94 |

7:07 PM

07/09/11

Accrual Basis

Muir Beach CSD
Expenditures for Fixed Assets
As of May 31, 2011

| Date | Num | Name | Memo | Amount |
|----------------------------------|------|--------------------------------------|--|-------------------|
| Fire Station | | | | |
| 1/19/2011 | 2421 | Meridian Surveying Engineering, Inc. | Record of Survey - Fire Station Parcel | 2,350.00 |
| 1/19/2011 | 2422 | Marin County Dept. of Public Works | Record of Survey Filing Fee - Fire Station Parcel | 560.00 |
| 2/7/2011 | 2425 | Meridian Surveying Engineering, Inc. | Record of Survey - Fire Station Parcel | 2,700.00 |
| 4/27/2011 | 2467 | Grant Barbour, Esq. | Legal - Transaction Documents | 1,250.00 |
| Total Fire Station | | | | 6,860.00 |
| Fire Truck-cost | | | | |
| 1/4/2011 | 2401 | San Francisco Ford | Fast Attack Truck (Funds fr VFA / Firemens Fund Ins) | 64,321.60 |
| 1/4/2011 | 2402 | Cascade Fire Equipment | Fast Attack Truck Outfitting | 28,176.50 |
| 2/23/2011 | | San Francisco Ford | Fast Attack Truck - Refund fr Dealer | -293.65 |
| Total Fire Truck-cost | | | | 92,204.45 |
| Equipment | | | | |
| Equipment-Cost | | | | |
| 2/14/2011 | | Donna Precopio | Sale of Community Center Stove | -200.00 |
| Total Equipment-Cost | | | | -200.00 |
| Total Equipment | | | | -200.00 |
| Roads & Easements | | | | |
| CC Steps & Walls | | | | |
| 4/8/2011 | 2451 | Sward, John - v | Comm Ctr Walls - 1st payment | 4,000.00 |
| 4/15/2011 | 2461 | Sward, John - v | Comm Ctr Walls - 2nd payment | 4,000.00 |
| 4/25/2011 | 2462 | Sward, John - v | Comm Ctr Walls - 3rd payment | 4,000.00 |
| 5/9/2011 | 2470 | Sward, John - v | Comm Ctr Walls - 4th payment | 10,200.00 |
| 5/30/2011 | 2472 | Sward, John - v | Comm Ctr Walls - 5th payment | 5,654.00 |
| Total CC Steps & Walls | | | | 27,854.00 |
| Total Roads & Easements | | | | 27,854.00 |
| Water System | | | | |
| Water System-Cost | | | | |
| Upper Tank Replacement | | | | |
| 10/25/2010 | 6532 | Marin Concrete Products | Concrete Curb Stops | 134.14 |
| Total Upper Tank Replacement | | | | 134.14 |
| Water System-Cost - Other | | | | |
| Total Water System-Cost - Other | | | | |
| Total Water System-Cost | | | | 134.14 |
| Total Water System | | | | 134.14 |
| TOTAL | | | | 126,852.59 |

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 **Minutes of the Board of Directors' meeting held on**
3 **Monday, February 28, 2011**
4
5

6 **OFFICIAL MINUTES ONLY UPON APPROVAL**
7

8 Prior to approval of these minutes by the Board of Directors in a public meeting, these
9 minutes are draft only and subject to change. Upon approval by the Board, these minutes
10 become the Official Minutes of the meeting.
11

12 **Item 1 CALL TO ORDER**
13

14 President Shaffer called the regular meeting of the Muir Beach Community Services District
15 Board of Directors to order at 8:13 PM on Monday, February 28, 2011.
16

17 **Roll Call**
18

19 DIRECTORS PRESENT: Hobson, Shaffer, Rudnick, Bender, Fitzpatrick (via Skype)
20 OFFICERS PRESENT: District Manager Hills
21 MEETING MINUTES: Leslie Riehl
22

23 **Item 2 CONSENT CALENDAR**
24

25 **A. Approval of Minutes – Regular meeting October 13, 2010.**
26

27 MOTION: To approve the Consent Calendar as submitted.
28 Moved: Rudnick, seconded by Hobson
29 Vote: AYES: Unanimous
30

31 **Item 3 NATIONAL PARK SERVICE REPORT**
32

33 No Park Service staff in attendance.
34

35 **Item 4 FIRE DEPARTMENT REPORT**
36

37 Fire Chief John Sward reported. New fire truck (fast attack Ford 550 funded largely through
38 a grant from Fireman's Fund Insurance Company, arranged through Brent Smith's daughter)
39 is currently being striped and numbered. Work is expected to be completed March 3, 2011.
40 The new fire truck will be placed in service as soon as possible. The MBVFD would like to
41 give the old 660 fire truck to the community to use as a utility truck; after all excess
42 equipment has been removed and sold if possible.
43

44 New truck will be housed next to the firehouse under a 20' by 10' canopy. Requires
45 permission from the NPS.
46

47 The First Responder Class has begun for the firemen. Four new recruits have indicated
48 interest in the program.

1
2 Photographs of all MBVFD and Throckmorton firemen will be taken and hung in their
3 respective firehouses in order to improve member recognition. MBVFD will wait to hang
4 photographs until new firehouse is complete.
5
6

7 **Item 5 REMOVAL OF TREES FROM COMMUNITY PROPERTY**

8

9 Michael Kaufman reported. The MBVFA, through the Fuel Abatement Program-Phase I and
10 II, recommends that numerous trees be removed near the Community Center and along the
11 pathway leading from the Community Center to Sunset Way. The trees proposed for
12 removal were identified by a County Forester as being in poor health and/or a potential fire
13 hazard. The trees on the CSD property have been marked with blue metal tags and
14 numbered.
15

16 The MBVFA has been awarded a \$150,000 Grant to implement Phase I and Phase II. Phase
17 I of the tree removal program finished February 28, 2011. Trees (identified by the County
18 Forester) were considered for removal if the private property had less than 5 trees requiring
19 removal and had no habitat, ecological, cultural or archeological issues. Approximately 12
20 properties were eligible for Phase I.
21

22 The Phase II portion of the program includes trees on property that could have habitat,
23 ecological, cultural or archeological issues, which will require permitting before removal can
24 continue. The CSD trees are included in Phase II. Tree removal in Phased II is scheduled for
25 August through October 2011 with the botanical survey beginning in April 2011. PG&E will
26 be contacted to discuss tree removal from trees surrounding power lines, including tress
27 along Pacific Way.
28

29 The MBVFA plans to schedule a community meeting to discuss appropriate fire resistant
30 planting.
31

32 **Item 6 RECREATIONAL ITEMS**

33

34 Kathy Sward requested that a future meeting include the discussion of the replacement of the
35 broken wood burning stove and the heating of the Community Center in general. In addition,
36 Kathy requested a review of the possible walkway installment to reach the back of the
37 storage shed where the emergency supplies and the garden club supplies are located.
38

39 Steve Shaffer reported that the MB Garden Club is going ahead with the completion of the
40 rock wall adjacent to the handicap ramp leading into the Community Center. In addition, the
41 Garden Club is donating a fountain and the foundation work will be funded through an
42 anonymous donor. The fountain will be installed opposite the old sliding glass doors next to
43 the wooden burning stove. The wood board across the window will be removed and replaced
44 with planter boxes.
45

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

47

48 No items were removed from the Consent Calendar.

1
2 **Item 8 PUBLIC OPEN TIME**
3

4 John Sward stated that research is being conducted on options available to the CSD for
5 replacing the outside portable heaters with permanent gas heaters.
6

7 Levon Sagatelyan submitted for MBCSD Board approval a Resolution, developed by several
8 community members, in response to the NPS Preferred Dog Management Rules for Muir
9 Beach. Board to review and make revisions to the wording.
10

11 **Item 9 NEXT MEETING DATE**
12

13 To be determined
14

15 **Item 10 ADJOURNMENT**
16

17 The meeting was adjourned at 9:15 PM.