

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



**Wed, February 26, 2014
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
Paul Jeschke, Director
Peter Lambert, Director
Gerry Pearlman, Director

Leighton Hills, District Manager
Sharry Mullin, Meeting Secretary

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. **Financial Reports** – As attached: Income statement, balance sheet and transactions for current fiscal year to date (July 1, 2013 through Dec 31, 2013).

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

Report by Fire Chief – Steve Wynn will be available to provide a brief update to the Board on the activities of the fire department.

Item 5 IMPACTS OF NATIONAL PARK SERVICE PROJECTS – Gerry Pealman would like to have the following resolution considered:

Be it resolved that whenever the National Park Service offers a proposal that has a significant impact on Muir Beach and its residents, that the Muir Beach Community Services Board of Directors be included in the preliminary planning process. Where warranted by the size and scope of the proposal, funding shall be provided by the National Park Service for an independent consultant to be hired by the District to help in its evaluation of the project.

He would also like to discuss impacts and possible mitigations from the new parking lot completed at Muir Beach. We will attempt to have an update on the County's negotiations with NPS for the repaving of the portions of Pacific Way damaged by NPS construction activities.

Gerry would like to discuss (1) use of the residence at the stables (adjacent to the Creamery), (2) the continued use of the Creamery for fire department purposes, and (3) the topic of the bus stop at the mailboxes.

Item 6 DISTRICT MANAGER REPORT

Bylaws – At Paul Jeschke's request, I have prepared a draft set of bylaws (attached) for review and possible adoption by the Board.

Beachcomber Support – The Beachcomber staff has requested temporary financial support from the CSD in order to make a transition to a new staff and production schedule. A representative will be present to make a proposal.

Review of Water Agencies by LAFCO – As discussed at the last meeting, the Marin Local Agency Formation Commission is conducting a review of all water agencies in Marin. We submitted answers to a lengthy questionnaire, which are available at muirbeachcsd.com/about.html.

Drought Update to County Board of Supervisors – On Jan 28, 2014 all water providers in Marin made a presentation to the County Board of Supervisors updating the board on drought conditions within their service areas. The pages from the presentation that apply to the Muir Beach CSD are attached to this agenda.

Consideration of a Gate for Pacific Way – Parking pressure on Pacific Way has increased due to the completion of the new parking lot, and the new location of the entrance. Some residents have proposed relocation of the existing gate and having it operate automatically. I will elaborate at the meeting.

Item 7 RECREATION ITEMS

Community Center Playground Upgrades – Scott Bender has been working on this project and will report on status.

Multiple Proposals by Gerry Pearlman – Gerry would like to have the Board consider: (1) A railing for the steps below the Community Center, (2) Support for the Ocean Riders, (3) Support for the Dog Walking Committee, (4) Feasibility of an array of solar panels. He will be at the meeting to elaborate.

Comments or updates from members of the audience.

Item 8 ITEMS REMOVED FROM THE CONSENT CALENDAR, IF ANY

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

Item 9 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 10 SELECTION OF DATE FOR NEXT MEETING – 4th Wednesday of March is March 26.
4th Wednesday of April is April 23.

Item 11 ADJOURNMENT

**BYLAWS OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT**

1.0 *Board of Directors is Legislative Body.* A legislative body of five members known as the Board of Directors shall govern the Muir Beach Community Services District (“District”). The Board of Directors shall establish policies for the operation for the District, and shall act only by motion, resolution or ordinance, passed by a majority of the members of the Board of Directors. In accordance with Section 61064 of the Government Code, violation of any rule, regulation or ordinance adopted by the Board of Directors is a misdemeanor punishable pursuant to Section 19 of the Penal Code. The Board of Directors shall provide for the implementation of its policies which is the responsibility of the District Manager. Apart from his/her normal function as a part of the Board of Directors, no director has individual authority and may not commit the District to any policy, act or expenditure.

1.1 *Terms and Vacancies.* The term of office of each member of the Board of Directors is four years and until his/her successor qualifies and takes office. Directors shall take office at the first meeting on or after the first Friday in December following their election. Any vacancy in the office of a member elected to the Board of Directors shall be filled pursuant to Section 1780 of the Government Code.

1.2 *Limitations.* A member of the Board of Directors may not be the District Manager, the District Treasurer or any other compensated employee or agent of the District.

2.0 *Officers of the Board of Directors.* The officers of the Board of Directors shall be the Board President and the Board Vice President.

2.1 *Chair of Meetings.* The Board President shall serve as the chairperson at all meetings of the Board of Directors. He/she shall have the same rights as the other members of the Board of Directors in voting, introducing motions, resolutions and ordinances, and any discussion or questions that precede such actions.

2.2 *Absence of Board President.* In the absence of the Board President, the Board Vice President shall act as the Board President. If the Board President and the Board Vice President are both absent, the remaining members shall select one of themselves to act as chairperson of the meeting.

2.3 *Election.* The Board President and Board Vice President shall be elected at the first meeting of the calendar year or at another subsequent meeting as determined by the Board of Directors. The term of office shall commence upon election and shall continue for one year and until his/her successor is elected and takes office.

3.0 *Officers of the District.* The Board of Directors shall appoint a District Manager. The Board of Directors shall also appoint a District Treasurer, who may be the same person as the District Manager. The Board of Directors may appoint a District Secretary, or if none is

appointed, the duties of District Secretary shall be performed by the District Manager. The District Manager shall be responsible for the following:

- (a) The implementation of policies established by the Board of Directors for the operation of the District.
- (b) The appointment, supervision, compensation, discipline and dismissal of the District's employees and volunteers, consistent with policies established by the Board of Directors.
- (c) The supervision and management of the District's facilities and services.
- (d) The supervision and management of the District's finances.

4.0 *Open, Public Meetings.* All meetings, whether regular, special or emergency, shall be open and public. Notice thereof including an agenda of all items that may be discussed shall be given in accordance with provisions of the Ralph M. Brown Act of the Government Code. Except during open and public meetings, a majority of the Board of Directors shall not use communications of any kind, or a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is the subject matter of the District. Members of the Board of Directors may have communications with the District Manager or other staff provided that the District Manager or other staff does not then communicate to other members of the Board of Directors the comments or positions of members of the Board of Directors.

4.1 *Agenda Creation.* Agendas for regular or special meetings shall be prepared and distributed pursuant to the procedures of the Brown Act by the District Manager in consultation with the Board President or, in his/her absence, the Board Vice President, or in the case of a special meeting, those members of the Board of Directors calling the meeting. Each member of the Board of Directors may request that an item within the subject matter jurisdiction of the District be added to the agenda for an upcoming meeting by contacting the District Manager one week prior to the scheduled meeting.

4.2 *Meeting Discussion Confined to those on Agendas.* No action or discussion may be taken on items not on the posted agenda, except under the provisions enumerated in the Brown Act.

4.3 *Quorum Required.* Three members of the Board of Directors shall constitute a quorum for the transaction of District business. When a quorum is lacking no meeting shall commence, or if a meeting is underway, shall be adjourned by the Board President, the Board Vice President, or if neither is present, by any member of the Board of Directors, or by the District Manager.

4.4 *Regular Meetings.* Subject to holidays and scheduling conflicts, the regular meetings of the Board of Directors shall be held on the fourth Wednesday of each calendar month at 7:00 p.m. at the Muir Beach Community Center, 19 Seacape Drive, Muir Beach, CA, or if a conflict exists, such other date or location within the District as determined by the Board of Directors, or by the District Manager working in consultation with members of the Board of Directors. The regular meetings may occur more or less frequently than monthly based upon anticipated

workload as determined by the Board of Directors. In accordance with Section 61044 of the Government Code, the Board of Directors shall hold a meeting at least once every three months.

4.5 *Special Meetings.* Special meetings may be called by the President or three Directors with a minimum of twenty-four hours public notice and posting of agenda.

4.6 *Minutes of Meetings.* The minutes of meetings of the Board of Directors shall be taken by a staff member for that purpose and shall be reviewed by the District Manager prior to their being submitted to the Board of Directors for approval. The minutes shall record the action taken by members of the Board of Directors for the passage or denial of all ordinances, resolutions and motions.

5.0 *Conflicts of Interest.* State laws are in place which attempt to eliminate participation by elected officials in decisions in which a conflict of interest exists. Members of the Board of Directors are encouraged to contact the California Fair Political Practices Commission (Advice Line 866-275-3772, www.fppc.ca.gov) whenever a possibility of a conflict arises. If questions remain they may be then posed to legal counsel for the District.

PASSED, APPROVED, AND ADOPTED to be the Bylaws of the Muir Beach Community Services District this _____ day of February, 2014 by the following vote:

AYES:

NOES:

ABSENT:

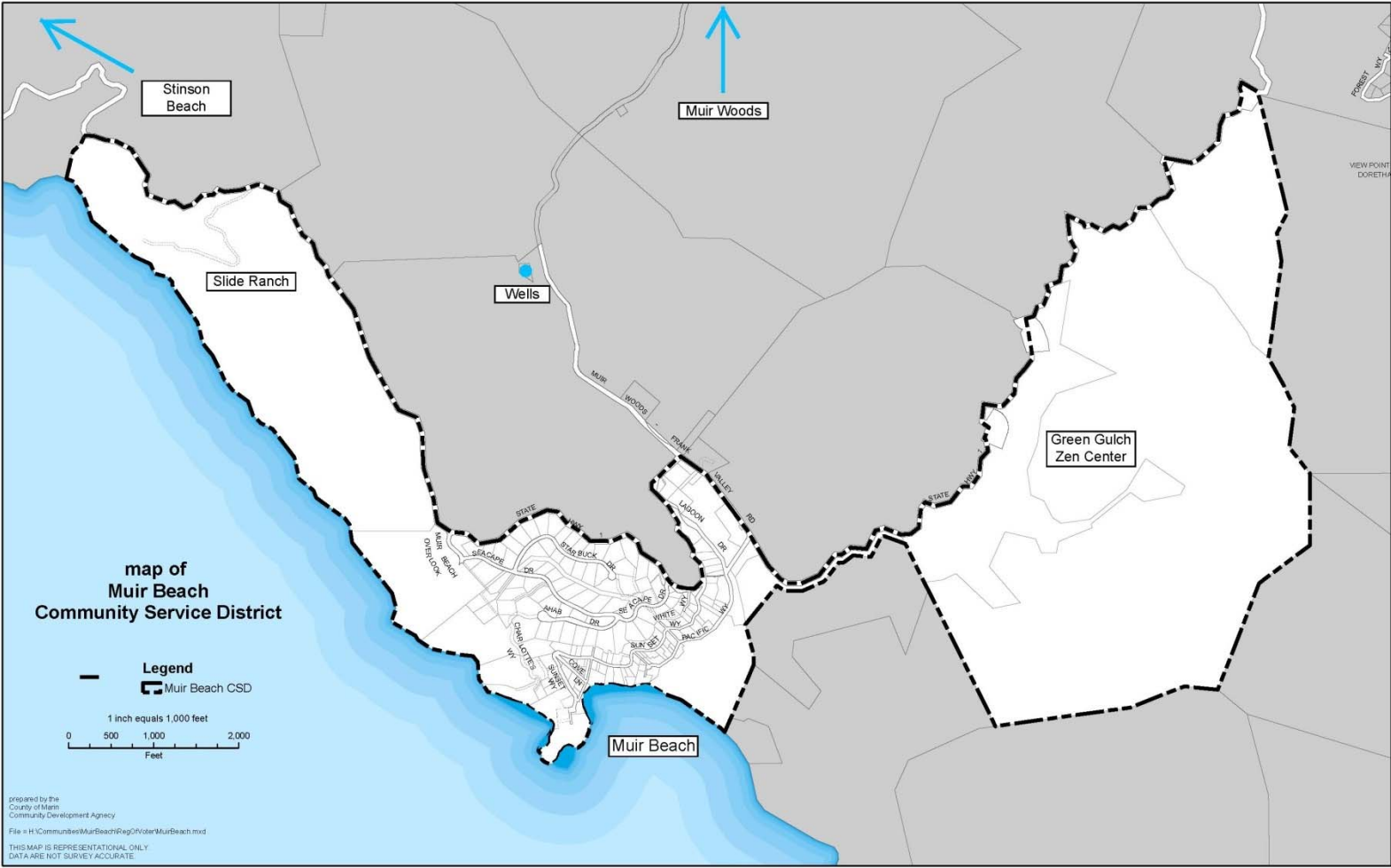
ABSTAIN:

Steven Shaffer, Board President
Board of Directors
Muir Beach Community Services District

ATTEST:

Leighton Hills, District Manager

Muir Beach Community Services District





Muir Beach Community Services District

- Active Service Connections 159 (310 people served)
- Annual Water Demand 8.8MG (27 AF)
- Current Available Supply 16.5MG (50.6AF)

2014 Anticipated Supply/Delivery Challenges

- Water rights permit mandates reduction in supply to 12.8MG during drought conditions

Known TimeLine for Drought Related Actions

- Low stream flows (anticipated June, 2014) trigger reduction in well pumping.
- Conservation ordinance establishes limits that affect largest users (other conservation voluntary).

**Muir Beach Community Services District
Balance Sheet**

Accrual Basis

As of December 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
First National Bank	
General Fund	729,736
Total First National Bank	729,736
Morgan Stanley	
Fire Department	94,333
Water Dept - Capital Improve	22,041
Morgan Stanley - Other	1
General Fund	(2,903)
Total Morgan Stanley	113,471
Total Checking/Savings	843,207
Accounts Receivable	
Receivables	29,409
Total Accounts Receivable	29,409
Other Current Assets	
Prepaid Expenses	
Calpers Prepaid	8,108
Total Prepaid Expenses	8,108
Undeposited Funds	6,749
Total Other Current Assets	14,856
Total Current Assets	887,473
Fixed Assets	
Water System Assets	
Storage Tanks	653,893
Land	546,323
Mains and Valves	152,776
Equipment and Controls	34,973
Wells	21,620
Other Water System Assets	7,474
Accumulated Depreciation	(345,401)
Total Water System Assets	1,071,658
Other Fixed Assets	
Buildings	453,756
Land - Fire Station	147,918
Equipment	142,588
Equipment - Fire Trucks	103,871
Land	78,473
Road Improvements	31,854
Buildings - Fire Station	29,770
Accumulated Depreciation	(278,336)
Total Other Fixed Assets	709,895
Total Fixed Assets	1,781,553
TOTAL ASSETS	2,669,026
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Water Security Deposits	11,300
Vehicle Expense Reserve	1,130

Muir Beach Community Services District

Balance Sheet

As of December 31, 2013

Accrual Basis

	<u>Dec 31, 13</u>
Total Other Current Liabilities	12,430
Accounts Payable	
Accounts Payable	<u>2,008</u>
Total Accounts Payable	2,008
Credit Cards	
Credit Card	<u>(3,151)</u>
Total Credit Cards	<u>(3,151)</u>
Total Current Liabilities	<u>11,287</u>
Total Liabilities	11,287
Equity	
Retained Earnings	2,611,476
Net Income	<u>46,263</u>
Total Equity	<u>2,657,739</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,669,026</u></u>

Muir Beach Community Services District
Profit & Loss
 July 2013 through December 2014

	Jul '13 - Dec 14
Ordinary Income/Expense	
Income	
Property Tax Revenues	
Property Taxes	49,703
ERAF Prop Tax Refunds	33,751
	83,454
Water Operations Revenues	
Water Service Revenues	69,367
Misc Water Revenues (late fees)	420
Billing Notices	0
	69,787
Water Capital Improvement Revs	
Capital Improvement Fees	24,425
Allocation of Water Revenues	13,526
	37,951
\$200 Parcel Tax for Fire	17,730
Recreational Activities Income	
Rentals	4,268
Recreational Functions	
Tai Chi Classes	878
	878
Total Recreational Functions	878
Total Recreational Activities Income	5,146
Other Income	957
Interest Income	367
Donations and Grants	
Restricted Donations	
Quilters Donation	126
	126
Total Restricted Donations	126
Total Donations and Grants	126
Total Income	215,517
Expense	
Payroll Expenses	
Wages	55,973
Employer Payroll Taxes	4,282
Workers' Compensation Insurance	(1,089)
	59,167
Total Payroll Expenses	59,167
Repairs & Maint (non-water)	18,611
Water Expenses	
Operating Expenses and Repairs	10,183
Water Treatment	5,426
Lab Testing	1,600
	17,210
Total Water Expenses	17,210
Fire Dept Expenses	
Fire Truck Repairs	7,596
Uniforms	4,400
Firefighting Equipment	2,660
Training	1,095
Emergency Med Supplies	975
Other Fire Dept Expenses	478
	17,203
Total Fire Dept Expenses	17,203
Accounting	
Bookkeeping	9,860
Bank & Credit Card Fees	1,886
Payroll Service	1,642
	13,388

Muir Beach Community Services District
Profit & Loss
July 2013 through December 2014

	<u>Jul '13 - Dec 14</u>
Total Accounting	13,388
Supplies (non-water)	8,744
Utilities	
Electric	5,172
Telephone	1,637
Garbage Collection	576
Total Utilities	7,385
Construction Costs	6,902
Health Insurance	6,300
Insurance-Property & Liability	5,937
Chipper Program	5,191
Licenses, Permits & Fees	3,921
Recreational Functions	
Other Functions	1,209
Bistro	1,200
Tai Chi Classes	925
Total Recreational Functions	3,334
Uncategorized Exp	2,520
Vehicle Expense - Water Manager	1,182
Materials Cost	975
Office Expense	436
Other Operating Expenses	47
Legal & Professional	(478)
Total Expense	177,976
Net Ordinary Income	37,542
Net Income	<u>37,542</u>

**Muir Beach Community Services District
Expenditures excl Payroll & Cap Assets
July through December 2013**

Date	Name	Memo	Amount
Payroll Expenses			
Workers' Compensation Insurance			
09/26/2013	Marin County Treasurer	Reimb for fire crew WC costs	(3,788)
08/27/2013	SDRMA	Worker's Comp; #6885	260
08/27/2013	SDRMA	Worker's Comp; #6885	698
08/27/2013	SDRMA	Worker's Comp; #6885	21
08/27/2013	SDRMA	Worker's Comp; #6885	234
08/27/2013	SDRMA	Worker's Comp; #6885	65
09/05/2013	SDRMA	Worker's Comp; #6885	73
09/05/2013	SDRMA	Worker's Comp; #6885	10
09/05/2013	SDRMA	Worker's Comp; #6885	5
09/05/2013	SDRMA	Worker's Comp; #6885	35
09/05/2013	SDRMA	Worker's Comp; #6885	20
12/02/2013	SDRMA	Worker's Comp; #6885	260
12/02/2013	SDRMA	Worker's Comp; #6885	698
12/02/2013	SDRMA	Worker's Comp; #6885	21
12/02/2013	SDRMA	Worker's Comp; #6885	234
12/02/2013	SDRMA	Worker's Comp; #6885	65
Total Workers' Compensation Insurance			(1,089)
Total Payroll Expenses			(1,089)
Water Expenses			
Operating Expenses and Repairs			
08/20/2013	Water Components & Building Supply, Inc.	10 Sunset culvert work	1,656
11/13/2013	County of Marin, DPW	Adj water valve castings to grade	180
10/30/2013	Fedex	Day of the Dead flyers, time sheets	13
07/01/2013	Goodman Building Supply	Electrical parts	76
08/10/2013	Hills, Leighton	Misc tools	31
10/25/2013	Pace Supply Corp.	Misc water system parts/ 13575-00	30
12/11/2013	Pace Supply Corp.	Misc water system parts/ 13575-00	10
07/19/2013	Office Depot	Office supplies for Pumphouse	73
08/02/2013	Office Depot	Office supplies for Pumphouse	137
07/23/2013	Nova Tech International	Replacement Metering Pumps	1,039
08/05/2013	Water Components & Building Supply, Inc.	Small parts	38
08/05/2013	Water Components & Building Supply, Inc.	Small parts	27
11/07/2013	Water Components & Building Supply, Inc.	Small parts	23
07/30/2013	Goodman Building Supply	Small supplies	151
09/21/2013	Goodman Building Supply	Small supplies	16
09/13/2013	Irrigation Direct	Small water parts	84
07/03/2013	Pace Supply Corp.	Steel water cover	107
08/22/2013	Water Components & Building Supply, Inc.	Sunset culvert work	133
08/23/2013	Water Components & Building Supply, Inc.	Sunset culvert work	107
08/22/2013	Water Components & Building Supply, Inc.	Sunset culvert work	427
08/22/2013	Water Components & Building Supply, Inc.	Sunset culvert work	1,181
08/10/2013	Pearlman, Harvey - V	Table for pump house	40
10/08/2013	Home Depot	Water supplies, electronics for fireplace	53
08/28/2013	Forster Pump & Engineering, Inc.	Well pump system repairs	1,995
10/08/2013	Forster Pump & Engineering, Inc.	Well pump system repairs	2,377
Total Operating Expenses and Repairs			10,003
Water Treatment			
07/01/2013	Herb's Pool Service	Chlorine	52
08/07/2013	Herb's Pool Service	Chlorine	52
09/13/2013	Herb's Pool Service	Chlorine	17
09/13/2013	Herb's Pool Service	Chlorine	52
10/30/2013	Herb's Pool Service	Chlorine	69
10/07/2013	Brenntag Pacific	Return of empty drums	(160)
09/05/2013	Brenntag Pacific	Sodium Silicate for Water Treatment	2,791
Total Water Treatment			2,872
Lab Testing			
07/08/2013	Marin County Public Health Laboratory	Lab tests	40
07/12/2013	Brelje and Race Laboratories, Inc.	Water testing	98
11/06/2013	Brelje and Race Laboratories, Inc.	Water testing	1,158
08/01/2013	Public Health Laboratory	Water testing; acct. 733	46
09/03/2013	Public Health Laboratory	Water testing; acct. 733	43
10/01/2013	Public Health Laboratory	Water testing; acct. 733	43

Muir Beach Community Services District
Expenditures excl Payroll & Cap Assets
July through December 2013

Date	Name	Memo	Amount
11/01/2013	Public Health Laboratory	Water testing; acct. 733	43
12/02/2013	Public Health Laboratory	Water testing; acct. 733	43
Total Lab Testing			1,514
Total Water Expenses			14,389
Repairs & Maint (non-water)			
10/21/2013	Bender, Scott	Bike & pedestrian signs	138
09/26/2013	FRISCHMANN, Justine (1081)	Charlotte's Way re-graveling	(1,130)
09/26/2013	FISCHER, Norman & Kathy (1082)	Charlotte's Way re-graveling	(1,130)
09/26/2013	ELLIOTT, Ted (1085)	Charlotte's Way re-graveling	(2,160)
09/26/2013	BIONDI, Beverly (1080)	Charlotte's Way re-graveling	(1,130)
10/04/2013	Thornton Paving, Inc.	Charlottes Way road work	21,000
10/18/2013	Goodman Building Supply	Electrical wire	24
07/01/2013	Goodman Building Supply	Mosquito project	90
07/02/2013	Goodman Building Supply	Mosquito project	80
07/26/2013	Goodman Building Supply	Mosquito project	39
08/10/2013	Treacy, John	Mosquito project labor	660
07/29/2013	Hills, Leighton	Mosquito project supplies	210
07/19/2013	United Site Services, Inc.	Portable Restroom - Pumphouse	34
09/10/2013	United Site Services, Inc.	Portable Restroom - Pumphouse	34
10/05/2013	BILLINGS (1049) - Cl fee only	Reimb for culvert replacement	(2,351)
09/06/2013	Caltrans	Replacement of culvert in hwy right of way. Muir Beach	(4,850)
10/09/2013	Martin Bros. Supply	Rock & gloves	36
09/10/2013	Schwartz & Associates	Sunset Way culvert	8,437
12/02/2013	Bender, Scott	Trail work	125
12/02/2013	Bender, Scott	Trail work	421
Total Repairs & Maint (non-water)			18,577
Accounting			
Bookkeeping			
08/31/2013	Mullin, Sharon	August bookkeeping	2,210
12/31/2013	Mullin, Sharon	Dec bookkeeping	876
12/31/2013	Mullin, Sharon	Dec bookkeeping	170
07/31/2013	Mullin, Sharon	July bookkeeping	238
11/30/2013	Mullin, Sharon	Nov bkpg; office supplies	1,080
11/30/2013	Mullin, Sharon	Nov bkpg; office supplies	587
10/31/2013	Mullin, Sharon	Oct bkpg; annual state audit; parking costs	944
10/31/2013	Mullin, Sharon	Oct bkpg; annual state audit; parking costs	604
10/31/2013	Mullin, Sharon	Oct bkpg; annual state audit; parking costs	604
09/30/2013	Mullin, Sharon	September bookkeeping	595
Total Bookkeeping			7,905
Bank & Credit Card Fees			
07/31/2013		Fee ID=972575238	20
07/31/2013		Fee ID=972575240	10
08/11/2013		Fee ID=974318518	327
08/12/2013		Fee ID=974476198	3
08/23/2013		Fee ID=975850022	23
08/28/2013		Fee ID=976396540	8
08/31/2013		Fee ID=977349042	10
08/31/2013		Fee ID=977349044	141
09/08/2013		Fee ID=979001972	82
09/30/2013		Fee ID=982254440	10
09/30/2013		Fee ID=982254442	111
10/23/2013		Fee ID=985805700	190
10/30/2013		Fee ID=986641528	25
10/31/2013		Fee ID=987403152	10
10/31/2013		Fee ID=987403154	133
11/15/2013		Fee ID=989874110	3
11/25/2013		Fee ID=991028868	200
11/30/2013		Fee ID=992050380	10
11/30/2013		Fee ID=992050382	101
12/11/2013		Fee ID=994136868	9
12/24/2013		Fee ID=995744602	3
12/31/2013		Fee ID=996838124	10
12/31/2013		Fee ID=996838126	8
10/09/2013	Morgan Stanley Smith Barney	NSF Eigsti check	25

Muir Beach Community Services District
Expenditures excl Payroll & Cap Assets
July through December 2013

Date	Name	Memo	Amount
10/13/2013	Morgan Stanley Smith Barney	NSF Eigsti check	25
07/31/2013		Service Charge	10
08/30/2013		Service Charge	10
09/30/2013		Service Charge	10
10/31/2013		Service Charge	10
11/29/2013		Service Charge	10
12/31/2013		Service Charge	10
Total Bank & Credit Card Fees			1,556
Payroll Service			
07/16/2013	Paychex, Inc.	Payroll processing service	98
07/02/2013	Paychex, Inc.	Payroll processing service	93
07/30/2013	Paychex, Inc.	Payroll processing service	147
08/13/2013	Paychex, Inc.	Payroll processing service	94
08/27/2013	Paychex, Inc.	Payroll processing service	89
09/10/2013	Paychex, Inc.	Payroll processing service	89
09/24/2013	Paychex, Inc.	Payroll processing service	89
10/08/2013	Paychex, Inc.	Payroll processing service	94
10/22/2013	Paychex, Inc.	Payroll processing service	104
11/05/2013	Paychex, Inc.	Payroll processing service	99
11/19/2013	Paychex, Inc.	Payroll processing service	89
12/03/2013	Paychex, Inc.	Payroll processing service	89
12/17/2013	Paychex, Inc.	Payroll processing service	89
12/31/2013	Paychex, Inc.	Payroll processing service	89
Total Payroll Service			1,347
Total Accounting			10,809
Recreational Functions			
Other Functions			
11/01/2013	Eigsti, Lisa	Day of the Dead	50
10/29/2013	Shaffer, Steven	Day of the Dead Band	350
10/24/2013	Goodman Building Supply	Day of the Dead expense	16
10/30/2013	Fedex	Day of the Dead flyers, time sheets	13
10/10/2013	Fedex	Day of the Dead poster, flyers	30
11/11/2013	Pearlman, Harvey - V	Day of the Dead; oil for truck	125
10/31/2013	Conti, Sophie	Reimb for Kids Halloween Party	246
11/05/2013	Hills, Leighton	VOID: Day of the Dead entertainment	0
Total Other Functions			830
Total Recreational Functions			830
Health Insurance			
10/15/2013	CalPers	Emp'ee health; #444-813-9363	667
10/15/2013	CalPers	Emp'ee health; #444-813-9363	2
12/15/2013	CalPers	Emp'ee health; 444-813-9363	693
09/15/2013	CalPers	Emp'ee health; Agency #444-813-9363	667
09/15/2013	CalPers	Emp'ee health; Agency #444-813-9363	2
11/15/2013	CalPers	Emp'ee health; Agency #444-813-9363	667
11/15/2013	CalPers	Emp'ee health; Agency #444-813-9363	2
07/15/2013	CalPers	Emp'ee health; Empr Code 7467	667
07/15/2013	CalPers	Emp'ee health; Empr Code 7467	2
08/15/2013	CalPers	Emp'ee health; Empr Code 7467	667
08/15/2013	CalPers	Emp'ee health; Empr Code 7467	2
07/01/2013	Pearlman, Harvey - V	Kaiser premium	99
08/01/2013	Pearlman, Harvey - V	Kaiser premium	99
09/01/2013	Pearlman, Harvey - V	Kaiser premium	99
10/01/2013	Pearlman, Harvey - V	Kaiser premium	99
11/01/2013	Pearlman, Harvey - V	Kaiser premium	99
12/01/2013	Pearlman, Harvey - V	Kaiser premium	99
07/01/2013	Pearlman, Harvey - V	Medicare premium	100
08/01/2013	Pearlman, Harvey - V	Medicare premium	100
09/01/2013	Pearlman, Harvey - V	Medicare premium	100
10/01/2013	Pearlman, Harvey - V	Medicare premium	100
11/01/2013	Pearlman, Harvey - V	Medicare premium	100
12/01/2013	Pearlman, Harvey - V	Medicare premium	100
Total Health Insurance			5,233

Muir Beach Community Services District
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Date	Name	Memo	Amount
Insurance-Property & Liability			
07/18/2013	Glatfelter Public Practice	Prop & Liab / C28773; GPPA-PF-6051796-03	5,937
Total Insurance-Property & Liability			5,937
Legal & Professional			
07/10/2013	Marin County Tax Collector	County Counsel	513
07/22/2013	Bechtel Communication	Reimb of Legal Fees for AT&T cell phone project	(3,045)
10/10/2013	Lawrence P. Doyle	Survey CSD parcel by Pelican Inn	2,055
Total Legal & Professional			(478)
Licenses, Permits & Fees			
08/22/2013	Bay Cities Fire Protection	5 year inspection of CC	400
12/13/2013	Marin County Treasurer	County Administration Fees	1,011
12/13/2013	Marin County Treasurer	County Administration Fees	237
07/01/2013	Marin County Tax Collector	LAFCO charges - Fiscal year 13/14	214
10/31/2013	Mullin, Sharon	Oct bkpg; annual state audit; parking costs	64
12/06/2013	California Dept. of Public Health	Sm water syst annual fee; Syst #2100508	936
11/05/2013	State Board of Equalization	Water rights fee; 094-12736	152
Total Licenses, Permits & Fees			3,014
Other Operating Expenses			
08/29/2013	Peets Coffee & Tea	Refreshments for meeting	17
08/28/2013	Mill Valley Market	Refreshments for meeting	30
Total Other Operating Expenses			47
Office Expense			
11/30/2013	Mullin, Sharon	Forms 1099, 1096, envelopes	15
07/31/2013	Mullin, Sharon	July bookkeeping	46
09/04/2013	Hills, Leighton	Reimb for postage purchase	99
09/30/2013	Mullin, Sharon	September bookkeeping	49
Total Office Expense			209
Supplies (non-water)			
08/23/2013	Bed, Bath & Beyond		(34)
08/17/2013	Smart n Final	CC Supplies	20
09/30/2013	Pearlman, Harvey - V	CC supplies	237
10/14/2013	Martin Bros. Supply	Cement & rock	22
07/10/2013	Martin Bros. Supply	Cement for garbage shed	63
07/23/2013	Ross Stores	Clock	9
08/31/2013	Bed, Bath & Beyond	Coffee filter	12
08/19/2013	Bed, Bath & Beyond	Coffee maker & filter	60
10/21/2013	Goodman Building Supply	Concrete for gate	71
07/25/2013	Kingsbury, Charles	Construction of garbage enclosure at CC	980
11/07/2013	Home Depot	Degreaser & misc	129
08/22/2013	Divine Electric	Electric work at picnic grounds	136
10/23/2013	Goodman Building Supply	Electrical parts for gate	67
11/08/2013	Home Depot	Floor finish	146
10/10/2013	London Chimney	Flu pipes for woodstove	173
08/31/2013	Stack Fold Church4Less	Folding chair dolly	285
09/04/2013	Stack Fold Church4Less	Folding chair dolly	134
08/22/2013	Kingsbury, Charles	Garbage enclosure at CC	368
07/05/2013	Raphael Lumber	Garbage shed	631
07/09/2013	Raphael Lumber	Garbage shed	98
10/11/2013	Pace Supply Corp.	Gate expense	18
10/15/2013	Water Components & Building Supply, Inc.	Gate expense	49
11/04/2013	Goodman Building Supply	Lumber, parts	304
07/03/2013	Harbor Freight	Misc supply & tools	9
08/01/2013	Best Buy	Monitor	243
10/23/2013	Goodman Building Supply	Paint for gate	4
09/23/2013	Home Depot	Parts for gate	663
09/24/2013	Goodman Building Supply	Parts for gate	95
09/24/2013	Goodman Building Supply	Parts for gate	22
09/25/2013	Goodman Building Supply	Parts for gate	16
10/29/2013	Goodman Building Supply	Parts for gate	16
11/07/2013	Goodman Building Supply	Post-hole digger	56
11/07/2013	Home Depot	Returned items	(40)
11/06/2013	Martin Bros. Supply	Rock	14
11/01/2013	Goodman Building Supply	Solar batteries	23

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Date	Name	Memo	Amount
10/02/2013	Home Depot	Tools	24
10/08/2013	Home Depot	Water supplies, electronics for fireplace	19
09/12/2013	London Chimney	Woodstove for CC	3,526
Total Supplies (non-water)			8,667
Vehicle Expense - Water Manager			
11/11/2013	Pearlman, Harvey - V	Day of the Dead; oil for truck	15
10/23/2013	Chevron	Fuel for tractor	9
07/31/2013	Pearlman, Harvey - V	Mileage allowance	150
08/31/2013	Pearlman, Harvey - V	Mileage allowance	150
09/30/2013	Pearlman, Harvey - V	Mileage allowance	150
10/31/2013	Pearlman, Harvey - V	Mileage allowance	150
11/30/2013	Pearlman, Harvey - V	Mileage allowance	150
12/31/2013	Pearlman, Harvey - V	Mileage allowance	150
10/30/2013	O'Reilly Auto Parts	Tail light repair for Harvey's truck	109
Total Vehicle Expense - Water Manager			1,032
Uncategorized Exp			
08/09/2013	BRUNNER-CURRY (1033)		0
08/09/2013	BRUNNER-CURRY (1033)		0
08/09/2013	CROSBY, Tim (1041)		0
08/09/2013	DYBSKY, Stephen (1086)		0
08/09/2013	GOSLING, Roland (1049)		0
08/09/2013	KIDD, Greg (1131)		0
08/09/2013	KLEIN, Matt (1133)		0
08/09/2013	PANDAPAS, Mark & Laura (1014)		0
08/09/2013	PRASZKER, Ken (1099)		0
08/09/2013	VILLERE, Bethany (1016)		0
08/09/2013	WYNN, Rob (1089)		0
07/01/2013	Amazon.com		242
07/01/2013	Amazon.com		12
07/01/2013	Amazon.com		20
07/01/2013	Amazon.com		15
07/01/2013	Amazon.com		12
07/02/2013	Amazon.com		71
07/01/2013	TWP		454
10/24/2013	KIDD, Greg (1131)		0
10/24/2013	PANDAPAS, Mark & Laura (1014)		0
10/24/2013	PRASZKER, Ken (1099)		0
10/24/2013	WYNN, Rob (1089)		0
09/16/2013	GTO Web Store		1,047
09/26/2013	Amazon.com		97
09/27/2013	Amazon.com		63
09/30/2013	Amazon.com		87
10/01/2013	OWP Sac State		50
10/01/2013	Data Alliance		283
10/01/2013	Amazon.com		66
11/23/2013	KALTSCHMIDT, Roy (1108)		0
11/23/2013	PANDAPAS, Mark & Laura (1014)		0
11/23/2013	PATTISON, Steve (1032)		0
11/23/2013	PRASZKER, Ken (1099)		0
11/23/2013	STEINBACH (1019)		0
11/23/2013	WYNN, Rob (1089)		0
Total Uncategorized Exp			2,520
Utilities			
Electric			
09/18/2013	PG&E at Comm Ctr 019-6	Community Center elec (Net of Solar)	63
07/18/2013	PG&E at Comm Ctr 019-6	Community Center elec (Net of Solar)	54
08/19/2013	PG&E at Comm Ctr 019-6	Community Center elec (Net of Solar)	56
10/17/2013	PG&E at Comm Ctr 019-6	Community Center elec (Net of Solar)	80
11/19/2013	PG&E at Comm Ctr 019-6	Community Center elec (Net of Solar)	107
12/19/2013	PG&E at Comm Ctr 019-6	Community Center elec (Net of Solar)	147
07/16/2013	SMITH, Brent (1104)	Credit for electricity usage	8
08/16/2013	SMITH, Brent (1104)	Credit for electricity usage	8
09/16/2013	SMITH, Brent (1104)	Credit for electricity usage	8
10/16/2013	SMITH, Brent (1104)	Credit for electricity usage	8
11/16/2013	SMITH, Brent (1104)	Credit for electricity usage	8

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Date	Name	Memo	Amount
12/16/2013	SMITH, Brent (1104)	Credit for electricity usage	8
09/18/2013	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Tanks	186
07/18/2013	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Tanks	204
08/19/2013	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Tanks	173
10/21/2013	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Tanks	123
11/20/2013	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Tanks	241
12/19/2013	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Tanks	142
09/18/2013	PG&E Pumping from Wells 745-7	Electric - Pumping from Well to Lower Tank	541
07/18/2013	PG&E Pumping from Wells 745-7	Electric - Pumping from Well to Lower Tank	515
08/19/2013	PG&E Pumping from Wells 745-7	Electric - Pumping from Well to Lower Tank	443
10/17/2013	PG&E Pumping from Wells 745-7	Electric - Pumping from Well to Lower Tank	487
11/19/2013	PG&E Pumping from Wells 745-7	Electric - Pumping from Well to Lower Tank	509
12/19/2013	PG&E Pumping from Wells 745-7	Electric - Pumping from Well to Lower Tank	365
Total Electric			4,484
Telephone			
07/26/2013	AT&T	Emergency radio link for fire dept 415 388-0157	47
08/26/2013	AT&T	Emergency radio link for fire dept 415 388-0157	50
09/26/2013	AT&T	Emergency radio link for fire dept 415 388-0157	49
10/26/2013	AT&T	Emergency radio link for fire dept 415 388-0157	49
11/26/2013	AT&T	Emergency radio link for fire dept 415 388-0157	49
12/26/2013	AT&T	Emergency radio link for fire dept 415 388-0157	49
07/02/2013	AT&T Wireless	Harvey's cell phone	74
08/02/2013	AT&T Wireless	Harvey's cell phone	70
09/02/2013	AT&T Wireless	Harvey's cell phone	68
08/24/2013	Google	Online storage	5
07/26/2013	AT&T	Phone @ fire barn; 415 380-9627	67
08/26/2013	AT&T	Phone @ fire barn; 415 380-9627	71
09/26/2013	AT&T	Phone @ fire barn; 415 380-9627	71
10/26/2013	AT&T	Phone @ fire barn; 415 380-9627	69
11/26/2013	AT&T	Phone @ fire barn; 415 380-9627	69
12/26/2013	AT&T	Phone @ fire barn; 415 380-9627	69
07/26/2013	AT&T	Summary billing services for phone lines	4
08/26/2013	AT&T	Summary billing services for phone lines	4
09/26/2013	AT&T	Summary billing services for phone lines	4
10/26/2013	AT&T	Summary billing services for phone lines	4
11/26/2013	AT&T	Summary billing services for phone lines	4
12/26/2013	AT&T	Summary billing services for phone lines	4
07/02/2013	Ooma	Telephone	4
07/03/2013	Ooma	Telephone	4
07/16/2013	Ooma	Telephone	4
07/22/2013	Ooma	Telephone	14
08/02/2013	Ooma	Telephone	4
08/03/2013	Ooma	Telephone	4
08/16/2013	Ooma	Telephone	4
08/22/2013	Ooma	Telephone	14
09/02/2013	Ooma	Telephone	4
09/03/2013	Ooma	Telephone	4
09/28/2013	Ooma	Telephone	4
10/01/2013	Ooma	Telephone	14
10/03/2013	Ooma	Telephone	4
10/04/2013	Ooma	Telephone	124
07/02/2013	Maxemail	Voicemail Service	9
08/02/2013	Maxemail	Voicemail Service	9
09/02/2013	Maxemail	Voicemail Service	9
10/02/2013	Maxemail	Voicemail Service	9
10/02/2013	AT&T Wireless	Water manager phone	70
11/02/2013	AT&T Wireless	Water manager phone	118
12/02/2013	AT&T Wireless	Water manager phone	68
Total Telephone			1,441
Garbage Collection			
07/01/2013	Redwood Empire Disposal	Refuse Com Ctr; WMD-1180783	192
10/01/2013	Redwood Empire Disposal	Refuse Com Ctr; WMD-1180783	192
Total Garbage Collection			384
Total Utilities			6,309

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
TOTAL			<u><u>76,008</u></u>